



**Jones Graduate School of Business  
Rice University  
2019-20 Recruiting Guidelines**



**RICE | BUSINESS**  
Jones Graduate School of Business



# WELCOME

Welcome to recruiting at the Jones Graduate School of Business at Rice University.

The following recruiting guidelines will serve as a reference for companies interested in recruiting at Rice Business for the 2019-20 academic year. The purpose of these policies is to foster an even playing field and fair process among recruiting companies and students.

The Career Development Office (CDO) appreciates your partnership and looks forward to supporting your hiring needs this year.

## TABLE OF CONTENTS

ACADEMIC & RECRUITING CALENDAR	3
RICE BUSINESS RECRUITING EVENTS	4
INTERVIEWS AT RICE BUSINESS	5
MEET THE TEAM	10

# ACADEMIC & RECRUITING CALENDAR

The Rice Business academic calendar serves as the primary guide when securing recruiting event dates. It is important that students have the opportunity to fulfill their academic commitments while they participate in the recruiting process. Please see the [recruiting calendar](#) for exam dates, blackout dates, etc.

Employers are requested to schedule full-time and internship interviews and recruiting events (information sessions, interviews, etc.) so they do not conflict with class time or other academic programs. The CDO will assist companies to ensure there are no conflicts with requested dates. Employers cannot require a student, as a condition of his or her employment candidacy, to interview at a time that conflicts with his or her individual academic schedule.

## **Second Year (Full-Time)**

- Information Sessions Begin: August 27, 2019
- Interviews Begin: September 4, 2019

## **First Year (Internship)**

- Information Sessions Begin: August 27, 2019
- Interviews Begin: January 6, 2020

For a detailed recruiting calendar, please refer to:  
<https://business.rice.edu/hire-rice-business-talent/recruiting-calendar-and-policies>

# RICE BUSINESS RECRUITING EVENTS

The goal of Rice Business and the CDO is to ensure that companies meet and learn about our students through various events throughout the recruiting season. However, we balance these events with the personal and academic commitments of our students. For the 2019–20 academic year, the CDO will work with you to plan and prioritize the events for your company that will maximize impact for you and Rice Business students within the recruiting calendar. Example events might include:

- Career Fairs
- Networking Receptions
- Information Sessions
- PARTIOs (Party on the Patio)
- Coffee Chats/Office Hours
- Company Visits/Career Treks

Event dates are not guaranteed and will be scheduled on a first-come, first-served basis. Our mutual goal is to maximize student attendance at your event.

**Companies cannot expect students to attend more than two firm-sponsored events (per semester), not including student-requested informational interviews or student-coordinated events such as panels or conferences.**

Employers are not approved to host company events during August pre-matriculation, networking receptions and career fairs, final exams or recruiting black-out periods.

## **ALCOHOL**

Information sessions held at Rice Business are **alcohol free**, with the exception of those associated with PARTIOs and CDO Super Sessions which are registered and monitored by alcohol-certified staff of Rice University. For information or questions about your event, please contact the CDO.

# INTERVIEWS AT RICE BUSINESS

## **CDO SUPPORT FOR CAMPUS INTERVIEWS**

Rice Business will provide logistical support to first-round interviews only. Organizations planning to host second-round interviews on campus are responsible for conducting their own scheduling and logistics beyond the first-round. Priority will be given to first-round interviews for interview space.

All companies must provide at least one alternate date for students and must be flexible with the student's previously committed first-round obligations, and second rounds cannot conflict with classes.

Rice Business has video conference capabilities and quiet space available for students to participate in video conference, web-based or phone interviews. A light breakfast and lunch will be provided to all interviewers.

## **INTERVIEW ALTERNATES**

It is recommended that companies provide multiple, ranked alternate invitations for each interview schedule. If your preselected candidates do not accept your invitation, their slots will be filled by pre-selected alternates.

## **WORK AUTHORIZATION**

When recruiting on-campus or posting a job to OWL Careers, the CDO requires information on work authorization requirements. This will assist students in understanding the requirements and constraints related to the position.

## **EMPLOYER ELIGIBILITY**

The CDO works with employers posting professional, MBA-level opportunities. Fee-based programs and commission only opportunities are prohibited.

Third-party recruiters must disclose the client(s) they are representing, the type of position, and to whom the student's credentials will be disclosed. The CDO will be permitted to verify this information by contacting the named client(s) to ensure compliance with Rice University policies. The CDO reserves the right to prohibit third-party recruiting.

The third-party representative will conduct recruiting at Rice under the name of the hiring organization. Under no circumstances can student information be disclosed for any reason other than recruiting purposes with the designated client(s), nor can it be sold or distributed to other entities. Third-party recruiters coming to the Rice campus will represent only one firm during an interview schedule, presentation, or at a booth during a fair or other CDO activity.

# INTERVIEWS AT RICE BUSINESS

## **NON-DISCRIMINATION POLICY**

The CDO makes its interviewing facilities and position-listing services available to employers who do not unlawfully discriminate in the selection of candidates on the basis of national origin, race, religion, gender, sexual orientation, age, disability, or any other basis prohibited by applicable law. Any employer who makes use of University facilities or services must agree to abide by this policy and, if interviewing students, to talk in good faith with students who have been selected for an interview and to refrain from questioning students regarding the above protected classifications.

## **REIMBURSEMENT FOR TRAVEL**

It is typical for employers to reimburse students for travel-related expenses for second- and final-round interviews. Students are advised to divide expenses among recruiting companies when more than one company is visited during their trip.

## **INCLEMENT WEATHER POLICY**

If Rice University activates the inclement weather policy, it may impact the day's interview schedules. If your recruiters are able to travel to Rice Business, the CDO will make every effort to conduct interviews on that day.

## **INFORMATION SESSIONS AND INTERVIEWS**

All information session and interview schedules should be coordinated through the CDO. Every effort is made to avoid scheduling recruiting activity that conflicts with mid-term and final exams, signature Rice Business programs, diversity recruiting conferences, school holidays and fall/winter breaks.

## **SECOND ROUND INTERVIEWS**

- If an employer knows the dates of second-round interviews, they should advertise those dates at their information session and on job postings so that students may anticipate scheduling needs
- Employers are encouraged to schedule second-round interviews within a reasonable time frame after first rounds to avoid conflict with students' academic obligations. Where conflicts arise, we strongly encourage employers to provide alternative interview dates or times, without negative consequence to the student
- Students typically do not have class on Fridays, so the schedule for interviews is more flexible on that day of the week

# INTERVIEWS AT RICE BUSINESS

- If second round interviews are held outside of the Houston area, we recommend that employers give students a minimum of three business days' notice from the time of interview notification to the interview date so that the student can arrange travel and manage personal and academic conflicts

## **CANCELLATION**

- All cancellations of information sessions must be completed in writing three business days in advance of the scheduled event. All cancellations or changes to interview schedules must be communicated directly to your interviewees and in writing to the CDO
- There is currently no fee to host an information session at Rice Business; however, post-session reception catering is at the expense of the employer. Should an information session be cancelled within a caterer's cancellation policy period, the employer is responsible for costs associated with the reception

## **JOB, INTERNSHIP, AND ON-CAMPUS INTERVIEWING POSTINGS**

The CDO will review job descriptions posted by any employer for appropriateness and content, and reserves the right to remove any job postings and descriptions without notice or explanation to the employer.

## **UNPAID INTERNSHIP POSTINGS**

- When posting an unpaid internship in Owl Careers, you must follow the federal and state guidelines and standards which determine whether interns should be paid at least the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to "for-profit," private sector employers
- For more information, visit the Federal Department of Labor's fact sheet here: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>
- Please review the requirements for the applicable Department of Labor for the state in which the internship will be worked. By posting an unpaid internship, you attest that you have reviewed the Federal and State guidelines and your organization's unpaid internship meets the required standard

## **EXTENDING OFFERS**

- Official offers must be in writing. Written offers are defined as electronic or hard copies
- The start of the offer timeline is determined by the date on the written offer letter

# INTERVIEWS AT RICE BUSINESS

## OFFER RESPONSE DEADLINES

### Full-time Offers (Second Year Students)

- Former summer interns can receive offers at any time
- For non-interns: No employment interviews or job offers may be extended prior to the first day of on-campus recruiting, which is **September 4, 2019**
- All extended full-time offers will be given a deadline of **November 30, 2019** or three weeks, whichever is later, to consider. Alternative dates can be determined if agreed upon by both parties (student and employer)

### Internship Offers (First Year Students)

- On-campus internship interviewing takes place in **January and February 2020**
- No initial employer interviews or job offers, whether held on or off campus, may occur prior to **January 6, 2020**
- All extended internship offers will be given a deadline of **March 31, 2020** or three weeks, whichever is later, to consider the offer
- If the offer is extended after **March 31, 2020**, students will have two weeks to respond
- **Internship Offers from Diversity Pre-MBA or Fall Career Expos/Conferences:** Some companies make internship offers through various pre-MBA diversity summer programs and fall career fairs. For internship offers that are given during the summer or fall, students should have until **November 30, 2019** to respond to the offer
- **Internship Offer Policy for Investment Banks:** Students must be given two weeks or until **January 24, 2020**, whichever is later, to make a decision about accepting an offer
- These guidelines are in effect unless both parties agree to an alternative date

## EXPLODING OFFERS

- The CDO prohibits “exploding offers”
- An exploding offer requires a student to accept a job offer within a very short period of time or face having the offer rescinded or salary package diminished. This places undue pressure on students and as such is viewed as inappropriate conduct
- Requiring a verbal acceptance in order to receive a written offer is considered an “exploding offer”

# INTERVIEWS AT RICE BUSINESS

- Your adhering to the CDO offer guidelines allows students a sufficient consideration period, which improves acceptance rates and reduces renegeing possibilities

## REPORTING OFFERS & HIRES

- Employers that utilize CDO services are expected to report hiring statistics for Rice students by email or phone. If you use an internal campus hire tracking form that may be shared with the CDO, please do so
- The CDO discourages employers from withdrawing offers or altering base compensation. If an offer must be rescinded, the employer should contact the CDO **prior to that action** so that we may assist in the handling of the situation with the student
- Employers who rescind offers may be prohibited from campus recruiting in the following year
- Information provided by employers will be reported in aggregate form only. Salaries offered by individual employers will not be reported, nor will the names of the students they hire

## STUDENT ACCOUNTABILITY/RENEGING

- All offer acceptances must be in writing. Acceptances may occur in electronic or hard copy
- If a student accepts a written offer of employment and later reneges on the acceptance, please notify the CDO. The CDO staff will follow up with the students immediately. Students who renege on offers are restricted from using career services for one year
- Rice Business students sign a Student Recruiting Policy document when they are initially given access to career services and are expected to abide by those rules. Please contact a CDO staff person if you would like to see the Student Recruiting Policy
- The CDO encourages students to discuss offers and deadlines with employers. The CDO staff is available to facilitate a meeting to discuss conflicts to determine a mutually agreeable solution
- If an employer must withdraw an offer, contact Jessica Campbell, Director of Corporate & Employer Relations at 713-348-5371. This is a serious matter that can significantly harm an employer's reputation and subsequent ability to recruit students
- If a student reneges on an accepted offer, please contact Philip Heavilin, Executive Director of the Career Development Office at 713-348-2633. Rice Business considers renegeing on an accepted offer unethical

# MEET THE TEAM

The Corporate Relations & Employer Development (CRED) team look forward to partnering with your organization. As trusted advisors, we seek to understand your talent needs and organizational culture and guide you through a recruiting process that connects your team with their next colleague. Contact us today to get started!



## **Philip Heavilin II**

Executive Director, Career Development Office  
Philip.Heavilin.II@rice.edu  
+1-713-348-2633



## **Jessica Campbell**

Director, Corporate & Employer Relations  
Jessica.L.Campbell@rice.edu  
+1-713-348-5371



## **Carmen Carter**

Assistant Director, Employer Relations & Recruiting  
Carment.Carter@rice.edu  
+1-713-348-5473



## **Mariella De Alba Ortiz**

Assistant Director, Employer Relations & Recruiting  
Mariella.De.Alba.Ortiz@rice.edu  
+1-713-348-5462



## **Darnelle Desvignes**

Recruiting Coordinator  
Darnelle.Desvignes@rice.edu  
+1-713-348-3246



## **Stefanie Engels**

Office Administrator  
Stefanie.Engels@rice.edu  
+1-713-348-5482

Jones Graduate School of Business, Rice University  
[employerrelations@rice.edu](mailto:employerrelations@rice.edu) | +1-713-348-2622  
[business.rice.edu/hire-rice-business-talent](http://business.rice.edu/hire-rice-business-talent)  
[OWL Careers Recruiting Platform](#)