



JGSB RECRUITING POLICIES

To create consistency across organizations that recruit at the Jones Graduate School of Business (JGSB) and to ensure the support of our academic mission, the JGSB Career Management Center (CMC) requests your agreement to abide by the spirit of the following guidelines and to communicate them to all persons involved in recruiting within a hiring organization.

EMPLOYER POLICIES

EMPLOYER ELIGIBILITY

The CMC 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 CMC will be permitted to verify this information by contacting the named client(s) to ensure compliance with Rice University policies. The CMC 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 CMC activity.

NON-DISCRIMINATION POLICY

The CMC 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.

ALCOHOL

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



EMPLOYER GUIDELINES

INFORMATION SESSIONS AND INTERVIEWS

All information session and interview schedules should be coordinated through the CMC. Every effort is made to avoid scheduling recruiting activity that conflicts with mid-term and final exams, signature JGSB 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.
- 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 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 JGSB CMC.
- There is currently no fee to host an information session at the JGSB; 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 CMC 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.



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.

OFFER RESPONSE DEADLINES

Timing of offer	Time period by which to decide on offer
- Full-time offers from summer internships	October 30 th
- Full-time offers from fall campus recruiting	Three weeks
- Internship offers extended before March 30 th	Two Weeks
- Internship offers extended after March 30 th	One Week

EXPLODING OFFERS

- The JGSB CMC 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”.
- Your adhering to the CMC offer guidelines allows students a sufficient consideration period, which improves acceptance rates and reduces renege possibilities.

REPORTING OFFERS & HIRES

- Employers that utilize CMC 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 CMC, please do so.
- The CMC discourages employers from withdrawing offers or altering base compensation. If an offer must be rescinded, the employer should contact the CMC **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

- 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 CMC. The CMC staff will follow up with the students immediately. Students who renege on offers are restricted from using career services for one year.
- JGSB 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 CMC staff person if you would like to see the Student Recruiting Policy.
- The CMC encourages students to discuss offers and deadlines with employers. The CMC staff is available to facilitate a meeting to discuss conflicts to determine a mutually agreeable solution.