Graduate Business Career Services Recruiting Policies

Campus Interviews/ Open-Closed Schedules
We offer a combination of open and closed campus interview schedules. Through this system, students apply for job opportunities, and companies invite students to interview.

Scheduling of Interviews
Companies are strongly encouraged to schedule both on- and off-campus interviews at times that do not conflict with a student's academic schedule. While our faculty understands the need for a student to miss class occasionally due to schedule conflicts, regular class attendance is expected. For this reason, call-backs are strongly encouraged to be held on Fridays, which are non-class days for most students. A minimum of three business days notice for off campus interview is requested.

Information Available to Students and Alumni
Job postings and employer contact information provided by recruiting organizations are made available to Mendoza Graduate students and alumni.

Grade Disclosure
Graduate Career Services does not reveal grades, GPA or GMAT information to employers. Companies desiring this information can request it from students directly.

Offers
Any verbal employment offer should be followed by a corresponding written offer within 24 hours.

Full-Time Offers: Full-time offers resulting from summer internships should have a deadline no earlier than December 1. Other full-time offers (those not resulting from summer internships) extended prior to November 1 should have a deadline no earlier than December 1.

Full-time offers extended after November 1 should have a deadline no earlier than December 1, or a minimum of two weeks from the date of the offer, whichever comes later.

Summer Internship Offers: Summer internship offers should be given a decision deadline no earlier than the end of February, or a minimum of two weeks from the date of the offer, whichever comes later.

Companies are requested to not extend employment offers that increase or decrease in salary depending on the speed with which the student responds to the offer.

Withdrawal of Offers
Withdrawal of either verbal or written job offers by companies is not expected and should rarely occur. In case of withdrawal of an offer due to severe company hardship, the company should make every effort to accommodate the affected student(s), especially if the student has discontinued discussions with other companies. In cases where withdrawal of an offer is absolutely necessary, the company should provide the affected student with financial compensation to ensure a student is not unduly impacted by the withdrawal. Companies contemplating withdrawing an offer should contact Graduate Career Services in advance.

End-of-Year Hiring Results
Companies are asked to provide Graduate Career Services with information on offers made, offers accepted and salaries offered. This helps strengthen the relationship between Graduate Career Services and your company, and facilitates our preparation of an accurate employment report at the end of each recruiting year.

Ethical/Legal Guidelines
Ethical and legal practices are expected in all phases of the recruiting process. Candidates should not be discriminated against on the basis of ethnicity, gender, marital status, age, creed, sexual orientation, disability or any other non-job-related factor.

MBA CSEA Standards
Graduate Career Services follows the standards for employment reporting that are recommended by the MBA Career Services and Employer Alliance (MBACSEA).