



## EMPLOYER GUIDELINES: Undergraduate & Specialty Master's Programs

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### 2024-2025 Academic Year

To create consistency across organizations that recruit at the McCombs School of Business and to ensure your support of our academic mission, McCombs Career Management and Corporate Relations (CMCR) requests your agreement to abide by the spirit of the following guidelines. Please communicate these guidelines to all professionals involved in recruiting within your organization. In addition, acknowledgement of the university's [Non-Discrimination & Equal Opportunity Policy](#) is required in order to participate in McCombs-facilitated recruiting, and opportunities must align with the [McCombs Recruiting Requirements](#) (i.e., position type, timing of start dates, and compensation). Please feel free to contact your [Recruitment Account Manager](#) with questions.

### Interviews

- McCombs-facilitated interviews begin Monday, **September 16, 2024**.
- Interviews should not be scheduled during final exam periods, **December 12-16, 2024**, and **May 1-5, 2025**.
- If an interview conflicts with a student's prior academic obligation, employers are strongly encouraged to offer the student an alternative interview date or time without negative consequence. Fridays tend to have fewer class conflicts than other weekdays.

### Offers

- All offers must be in writing. Written offers are defined as electronic or hardcopies.
- The start of the offer timeline is determined by the date on the written offer letter.
- McCombs CMCR prohibits "exploding offers." We define an exploding offer as one that expires, is rescinded, or results in diminished base salary within a short period of time. This type of offer places undue pressure on a student and, as such, is viewed as inappropriate conduct. We also classify requiring a verbal acceptance to receive a written offer as an "exploding offer."

### Offer Timelines for BBA, MPA, and MS Programs

Employers are encouraged to follow the below timelines and provide flexibility when possible. Students are aware of these guidelines and may reference them if less time is given. Tight deadlines may result in offer renegees or a negative impression of your organization.

- **Full-time and internship offers for summer 2025 start dates:** Offers made before March 1, 2025, should remain open for a minimum of **three weeks** after the date of the written offer. After March 1, offers should remain open for a minimum of **two weeks** after the date of the written offer.
- **Internship to Full-Time Offers:** Employment offers made to students who have recently completed an internship with your company should remain open until **October 15, 2024**, or for three weeks from the date of the written offer, whichever is later.

For employers whose industries operate on an early or fast timeline for filling roles, we suggest leaving the offer response timeline open as long as possible to help mitigate the risk of renege. The CMCR offer guidelines are designed to allow students a sufficient consideration period in order to reasonably explore career opportunities, which reduces risk of renege occurrences and improves retention for employers. Renege occurrences are typically due to early offer deadlines, given the increased amount of time for student exploration and change in circumstances post-acceptance.

- **(NEW) Accelerated Offers:** Offers made during the fall term for positions with a start date 13+ months from the offer date should remain open until **February 15** of the spring term.

## Additional Employer Expectations and Accountability

- Employers that misrepresent employment opportunities to students or represent misconduct deemed inappropriate by the school will risk losing access or privileges to CMCR recruiting resources. It is imperative that all individuals meet UT's expectation that the environment remains focused on respect and provides a space that is free of discrimination and harassment, and the university reserves the right in its sole discretion to refuse access to employers at any time. The University of Texas at Austin cannot indemnify employers from employment liability.
- We strongly discourage any employer from withdrawing offers, altering base compensation, or drastically changing the position timeframe or position location. If you must rescind an offer, shorten the length of an internship, significantly delay a student's start date, or change the location of work, please [contact us](#) prior to that action so we can assist in this difficult situation.
- All materials received from our students (letters, resumes, transcripts, via email or hard copy), should be shared only with those persons at your firm involved in the hiring process. Please do not forward emails from students to others inside or outside your organization.
- We request that employers [notify us](#) once students have accepted an offer.

## Student Accountability

- All acceptances must be in writing. Acceptances may occur in either electronic or hardcopy.
- Students sign and are expected to abide by our CMCR Recruiting Agreement, which includes expectations surrounding interview cancellations, no-shows, offer acceptances, and more. If a student accepts an offer of employment and later reneges on the acceptance, please [notify us](#). We recognize the importance of integrity in accepting an offer and want the opportunity to follow up with the candidate. CMCR has provisions to penalize students and remove recruiting privileges if these circumstances arise.
- CMCR encourages students to discuss offers and timelines with employers to find a reasonable compromise to potential conflict. If necessary, we are willing to facilitate a meeting to determine a mutually agreeable solution.