Employers are strongly encouraged to respect the integrity of our students’ education by scheduling follow-up interviews and on-site visits around students’ class time. When possible, please schedule second-round interviews on Friday, as there are fewer conflicts for students on this day. We recommend that alternate dates be offered for second-round interviews in case of potential conflicts. To avoid conflicts, please provide your Account Manager with your second-round interview dates as soon as they are available.

To allow students the opportunity to complete their first-round interviews, companies must adhere to the following guidelines:

**FOR INVESTMENT BANKS ONLY**

Winter Interviews: Second-round interviews for investment banks may not begin until Thursday, January 11, 2018. Students may be notified of their second-round interviews anytime after the completion of the first-round interview.

**GETTING STARTED**

Accepting an offer for employment is an important decision that is not taken lightly by our students. It requires a great deal of thought as they weigh the fit between the company and their personal goals, as well as against other potential offers. Open lines of communication between the company and students are crucial.

**FULL-TIME**

The Parker Career Management Center (CMC) requires that full-time offers extended after a summer internship remain open until Friday, November 17, 2017. Full-time offers extended to second-year students during the fall recruiting process must remain open for a minimum of three weeks or until Friday, January 5, 2018, whichever is later.

**SUMMER INTERNSHIP**

For investment banks making offers of employment without holding second-round interviews, offers may be made at any point after the completion of a first-round interview. All offers of employment made by investment banks must remain open for one week from the date of the offer. For students who receive offers of summer employment from companies other than investment banks, employers must give each candidate a minimum of one week to respond to an offer or until Friday, February 23, 2018, whichever is later.

**EXPLODING OFFERS AND OTHER INCENTIVES**

The standard job offer — including base salary, signing bonus and other benefits — must remain open in its entirety until the offer decision deadline. Students are asked to let the Parker CMC know if employers use “exploding offers” that expire prior to the specified deadlines.

**INFRACTION OF RECRUITING POLICIES**

In order to ensure fairness to all who participate in the recruiting process, all employers are asked to adhere both to the spirit and the letter of our recruitment guidelines and general professional hiring protocols. All UCLA Anderson students are also held to the professional and ethical guidelines agreed upon by the school administration and the Anderson Student Association. Should a recruiting organization violate any recruiting policies and protocols, each infraction will be reviewed by the assistant dean and the staff of the Parker CMC on a case-by-case basis. After a thorough investigation and analysis, the assistant dean will determine the level of probation and penalties that will be levied on the organization. These penalties may include a probation period, loss of preferred dates and recruiting activities, or being banned from all on-campus recruiting activities and student interactions for a set period of time.

Parker CMC hopes that we can work together with all of our recruiting partners and students to prevent these infractions and continue to build our relationships to remain the school of choice among our MBA employers.

**OFFER TIMELINE FOR CONFERENCE RECRUITING**

The recommended deadline for students to respond to summer internship offers received through summer/fall off-campus recruiting processes (e.g., Consortium OP, MLT, NBMBAA/Prospanica conferences or other company immersion programs or “boot camps,” etc.) is Friday, December 15, 2017.

**PARKER CAREER MANAGEMENT CENTER**

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