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 10, 2019. Students may be notified of the dates of their second-round interviews anytime after the completion of their first-round interviews.

**GETTING STARTED**
Accepting an employment offer 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 other offers. Having an open line of communication between the company and students is crucial.

**FULL-TIME**
The Parker Career Management Center (CMC) requires that full-time offers extended after a summer internship remain open until Friday, November 16, 2018. 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, December 28, 2018, whichever is later.

**SUMMER INTERNSHIPS**
For investment banks making summer internship offers of employment without holding second-round interviews, offers may be made at any point after the completion of first-round interviews. All summer internship 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 22, 2019, whichever is later.

**OFFER GUIDELINES AND EXPLODING OFFERS**
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.

**VIOLATIONS OF RECRUITING POLICIES**
In order to ensure fairness, all employers are asked to adhere to both 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 an 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/or penalties that will be levied against 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.

The Parker CMC aims to 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, November 30, 2018.