SECOND-ROUND & OFFER GUIDELINES

SECOND-ROUND INTERVIEWS
Employers are strongly encouraged to respect the integrity of our students’ education and schedule follow-up interviews and on-site visits around students’ class time. When possible, please schedule second-round interviews on Friday, as there is no class for students on this day. We recommend that alternate dates are offered for second-round interviews in case of potential conflicts.

To allow students the opportunity to complete their first-round interviews, companies must adhere to the following guidelines. To avoid conflicts, we ask that you provide your Account Manager with the scheduled date for second round interviews.

FOR INVESTMENT BANKS ONLY:

Fall Interviews: Second-round interviews for Investment Banks may not begin until Monday, October 27, 2014. Students may be notified of their second-round interviews any time after the completion of the first-round interview.

Winter Interviews: Second-round interviews for Investment Banks may not begin until Thursday, January 15, 2015. Students may be notified of their second-round interviews any time after the completion of the first-round interview.

MAKING AN OFFER AND HIRING

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 with the company, personal goals and other potential offers. Open lines of communication between the company and students will be crucial.

FULL-TIME
The Parker Career Management Center requires that full-time offers extended after a summer internship remain open until December 5, 2014. Full-time offers extended to second-year students during the fall recruiting process must remain open a minimum of three weeks or until January 9, 2015, 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 those students who receive offers for 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 February 20, 2015, whichever is later.

EXPLODING OFFERS AND OTHER INCENTIVES
Companies should not offer additional incentives, such as cash bonuses or tuition reimbursement, in order to persuade students to accept an employment offer prior to the specified deadlines. The standard job offer must remain open in its entirety until the offer decision date is due. Students are asked to let the Parker Career Management Center know if employers use “exploding offers” or other incentives.

INFRINGEMENT 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 Career Management Center 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 to loss of preferred dates and recruiting activities to 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 from happening and continue building our relationships to become a school of choice of our MBA employers.