INTERVIEW SCHEDULING AND OFFER DECISION TIMELINES AND POLICIES FOR INVESTMENT BANKS

This document outlines Parker Career Management Center’s (CMC) guidelines and policies for all investment banks when scheduling interviews and setting and communicating job offer decision deadlines while recruiting UCLA Anderson MBA students for summer internship and full-time employment opportunities.

RECRUITING RULES FOR INVESTMENT BANKING SUMMER INTERNSHIPS

- First round interviews for the 2020 summer intern recruiting season shall take place January 6-8, 2020 for both on and off-campus interviews.
- Second round invitations can be made after the first round interview and they may take place only on January 9 and 10 of 2020 or anytime during the week of January 13 or thereafter if the bank still has a hiring need.
- Summer internship offers may be made starting on January 10, 2020 at 5:00 pm PST and no sooner.
- Summer internship offers extended to first-year students must remain open for one week from the offer date and time, but no sooner than Friday, January 17, 2020 at 5:00 pm.
- No celebratory dinner invitations may be made prior to January 10, 2020 at 5:00 pm PST.

Please note that a student requesting an alternate interview date does not indicate a lack of interest or priority for your organization.

RECRUITING RULES FOR INVESTMENT BANKING FULL-TIME ROLES

- Full-time recruiting for investment banking generally begins after the banks complete their summer internships and determine whether they need additional associates for the following full-time class. There are no rules around the timing of full-time interviews.
- The Parker CMC requires that full-time offers extended from a summer internship remain open until Friday, November 1, 2019.
- Full-time offers extended to graduating students during fall recruiting must remain open for two weeks.
- When extending a job or internship offer, the “standard job offer,” which includes base salary, signing bonus and other benefits that would be provided to all offer recipients, must remain open in its entirety until the offer decision deadline. Organizations may provide additional incentives on top of the standard job offer to persuade candidates to accept earlier than the specified deadline.

VIOLATIONS OF RECRUITING AND OFFER 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 a bank violate any recruiting policies and/or protocols, the bank will lose access to all Parker and Investment Finance Association activity:

- Hosting any on-campus event, including, but not limited to: corporate presentations, interviews, coffee chats
- Days on the Job
- Resume books
- Career Night
- Educational workshops (on or off-campus)

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 as the school of choice among our employer organizations.

OFFER DECISION TIMELINE FOR CONFERENCE RECRUITING

The recommended deadline for students to respond to summer internship offers received through major summer and fall off-campus recruiting processes (e.g., Consortium OP, MLT, Forté, NBMBAA/Prospanica, ROMBA, Veterans conferences or other company immersion programs or “boot camps,” etc.) are the following:

- If the conference/event takes place during the summer months, the internship offer must remain open until Friday, November 22, 2019.
- If the conference/event takes place during the fall quarter, the internship offer must remain open until Friday, December 20, 2019.