

## INTERVIEW SCHEDULING AND OFFER DECISION TIMELINES AND POLICIES FOR NON-INVESTMENT BANKS

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

### Scheduling Later-Round Interviews

Employers are strongly encouraged to respect the integrity of our students' education by scheduling follow-up interviews and on-site visits around their class schedules. When possible, please schedule later-round interviews on a Friday, as there are fewer class conflicts on this day, and we recommend offering alternate dates in case of conflicts. Please inform your Parker CMC Account Managers as your later-round interview dates become available. A student requesting an alternate interview date does not indicate a lack of interest or priority for your organization.

### Making an Offer and Decision Timelines

#### OFFER DECISION TIMELINES

Accepting an employment offer is an important decision that our students take very seriously. It requires a great deal of self-reflection and thought as they weigh the fit between the offer and their personal and career goals, as well as other potential opportunities. During this process, having an open line of communication between the organization and student is crucial, and flexibility is often appreciated and positively perceived by the student.

The following timelines apply to all organizations that engage with UCLA Anderson to recruit students for full-time employment or summer internship opportunities.

#### FULL-TIME POSITIONS

The Parker CMC requires that *full-time offers extended following a summer internship* remain open until Friday, November 20, 2020.

*Full-time offers extended to graduating students during fall recruiting* must remain open for a minimum of two weeks or until Friday, December 18, 2020, *whichever is later*.

#### SUMMER INTERNSHIPS

*Summer internship offers extended to first-year students* must remain open for a minimum of one week or until Friday, February 19, 2021, *whichever is later*.

If you have questions regarding the above timelines, please contact your Parker CMC Account Manager or team members for clarification.

#### OFFER GUIDELINES AND EXPLODING OFFERS

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 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/or 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, 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 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 possible, we recommend following the response deadlines outlined above for full-time positions and summer internship offers.
- If the conference/event takes place during the summer months, the internship offer must remain open until Friday, November 20, 2020.
- If the conference/event takes place during the fall quarter, the internship offer must remain open until Friday, December 18, 2020.