

2014-2015 On-Campus Recruiting Policies

Full-Time Employment Offer Policy

Full-Time interviews conducted on campus at the McDonough School of Business will begin on **September 22, 2014**.

Full-time offers extended to second-year students after a summer internship must remain open through **November 17, 2014**. Students may be offered incentives to accept before this date.

Full-time offers extended to second-year students during the fall recruiting process must remain open for **four weeks** from the receipt of a written offer, or **until November 17th, whichever comes later**.

Full-time offers extended to second-year students during the spring recruiting process must remain open for at least **10 business days** from the receipt of a written offer.

We request that employers include these acceptance deadlines in all offer letters.

We request employers to inform students of their status within two weeks of an interview.

Summer Internship Offer Policy

Interviews to be conducted on campus at the McDonough School of Business will begin on **January 12, 2015**.

Internship offers extended to first-year students during the spring recruiting process must remain open for at least **15 business days** from the receipt of a written offer, or **until February 13, 2015, whichever comes later**.

We request that employers include these acceptance deadlines in all offer letters.

We request that employers inform students of their status within two weeks of an interview.

Extending Offers

Job offers for both full-time and internship positions should be made in writing and sent directly to the student. Offer letters should include approximate start dates, acceptance deadlines, salary information, and other negotiated compensation.

We would appreciate notification when an offer is extended.

Exploding Offers

Extending an exploding offer, defined as giving a candidate an unreasonably short period of time to accept an offer, is prohibited. In addition, if a student is taking an unreasonably long period of time to respond to an offer, please contact our office so we may address the issue internally.

Withdrawing an Offer

If an employer must withdraw an offer, the employer should contact the MBA Career Center immediately. Similarly, if a student reneges on an acceptance of employment, the employer should notify the MBA Career Center immediately. Appropriate steps would be taken to review the situation before action is taken.

One of our goals is to have a successful and smooth recruiting relationship with all of our valued employer partners. If you have any questions or concerns regarding your recruiting activity with the McDonough School of Business, please contact us at your earliest convenience.

Thank you for your partnership and support!

The MBA Career Center

McDonough School of Business – Georgetown University

202.687.3741

<http://msb.georgetown.edu/mba-career-center>