

## **Full-Time MBA Program Employer Recruiting Policy**

Welcome to UNC Kenan-Flagler Business School. Our [Core Values](#) are excellence, leadership, integrity, inclusion, community and teamwork. We are pleased that you have interest in recruiting our full-time MBA students.

We have created our Kenan-Flagler Employer Recruiting Policy with the best interests of our students, faculty and employer partners in mind. Our goal is to provide a fair and equitable recruiting process that allows our students time for evaluating opportunities and employers equal access to all of our talented students. We ask that you, as an employer interested in recruiting UNC Kenan-Flagler MBA students, abide by and ensure that your recruiting processes reflect our mutual commitment.

This Employer Recruiting Policy contains 10 sections:

- [1. Standards](#)
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### **1. Standards**

UNC Kenan-Flagler expects employers to adhere with the ethical standards of the MBA Career Services & Employer Alliance (MBACSEA), the National Association of Colleges and Employers (NACE), the UNC Kenan-Flagler Core Values (excellence, leadership, integrity, community and teamwork) and the standards set forth in Title VII of the Civil Rights Act of 1964 (as amended in 1972), as well as all guidelines established by the Equal Employment Opportunity Commission. Specifically, no firm should discriminate against any candidate on the basis of that individual's sex, race, color, religion, age, handicap, national or ethnic origin or his/her sexual orientation.

### **2. Academic Commitments**

Our students are first committed to their academic success, which includes class attendance and academic obligations. We expect employers to support the academic mission of UNC Kenan-Flagler by providing reasonable options if an engagement conflicts with a recruiting event. We have developed a Recruiting Calendar, which is available to you. The dates on this calendar provide the least interruption with regard to academic schedules.

We encourage employers to work through the Employer Engagement & Recruiting team to find a date to engage with MBA students.

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### **3. Student Standards**

UNC Kenan-Flagler MBA students are held to high professional standards. We require that all students utilizing Career & Leadership agree to uphold the Student Code of Conduct. Policies address a variety of issues including: late cancellations, interview “no shows,” and renegeing on a job offer. Students are subject to severe penalties for violating these policies and employers are asked to notify Employer Engagement & Recruiting when a violation has occurred.

### **4. Recruiting Activities**

An employer recruiting event is defined as any activity where company-specific information is presented or provided for the purpose of engaging job seekers, regardless if the employer uses School facilities. These events include company presentations, information sessions, office hours, conferences, dinners, and receptions. School-facilitated employer recruiting event details will be in Career Connections. Students will contact the Employer Engagement & Recruiting team with any calendaring and employer event questions. All MBA Student Association (MBASA)-initiated recruiting events, regardless of location or sponsor, will be communicated to the UNC Kenan-Flagler Career & Leadership department, prior to the event, in order to best partner on School calendaring and employer engagement.

### **5. Resume Books**

In partnership with employers who recruit at UNC Kenan-Flagler Business School, the Career & Leadership department provides employers with access to resume books of our first and second year class of Full-Time MBA students at no cost. We provide these resume books through our online system called Career Connections.

If an MBASA Club receives a resume book request directly from an employer, the specific Career Club President will work with the Employer Engagement & Recruiting team to ensure the resume book provided represents all interested and available candidates. The resume book will be pulled from Career Connections.

### **6. Employer Interviews**

Second-year UNC Kenan-Flagler School Facilitated interviews begin on October 5, 2020. First-year UNC Kenan-Flagler School Facilitated interviews begin on December 1-2, 2020 for Investment Banking and January 4, 2021 for all other employers.

We expect employers to follow appropriate guidelines when interviewing students that include but not limited to: not asking questions that could be construed as unethical, illegal or in violation of personal privacy and not asking students to evaluate the skills of another student.

Recruiters should give students notice for second-round interviews or other events held out of town. Students may have other obligations, including other interviews, which cannot be rescheduled on short notice without penalty to the student.

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**7. Severe Inclement Weather**

UNC Kenan-Flagler is part of the greater UNC campus. As such, the Business School will follow the determinations made by the University. If the University activates the severe weather/emergency conditions policy and classes are cancelled or delayed, the Career & Leadership staff will follow UNC guidelines regarding reporting to work. If an employer is scheduled to interview students during severe weather/emergency conditions, a member of the Employer Engagement & Recruiting team will contact the employer to discuss the interview next steps, which may include rescheduling, switching to phone or virtual, or remaining as scheduled.

**8. Extending and Internship or Full Time Offer**

An employment offer should include salary base, signing bonus (if applicable), performance bonus (if applicable), relocation, job function, and start date. **Terms with undue pressure are not permissible.** An **exploding offer** is defined as giving a candidate an unreasonably short time to accept an offer before it is revoked.

If a student is taking an unreasonably long time to respond to an offer, please contact our office so we may address the issue with the student.

The Decision Deadline Table is provided to ensure students have time to evaluate options and make a thoughtful decision. Students may accept an offer before the decision deadline provided below; however, they cannot be obligated to respond sooner.

**Decision Deadline Table**

<b>Class Year</b>	<b>Decision Deadline</b>	
2 <sup>nd</sup> Year Student	December 16, 2020, or 3 weeks from offer, whichever is longer	
1 <sup>st</sup> Year Student	Offer received prior to October 30, 2020: December 9, 2020	Offer received after October 30, 2020: February 17, 2021, or 2 weeks, whichever is longer

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## **9. Consequences for Student Violations**

Our students agree to comply with the Student Code of Conduct, which explicitly provides expectations regarding interviews and job offers/acceptances. If a student misses or cancels an interview with less than 3 days' notice or no notice, we ask that you please share this information with our team so we can address the issue and take swift action. We do take into consideration a personal life event\* that may occur in these situations.

Additionally if a student reneges on a verbal or written offer, we also want to know this immediately in order to take the necessary steps with our student. If you would like more detail on consequences for student violations, please contact our [Employer Engagement & Recruiting team](#).

\*An unexpected personal life event, such as a birth, death, hospitalization, or a doctor-acknowledged severe illness, is an exception. The student will work with her/his Career & Leadership Coach to determine next steps

## **10. Student's Right to Privacy**

FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all educational agencies and institutions that receive funds under any program administered by the Department of Education including the University of North Carolina Kenan-Flagler Business School. No student data will be disclosed to any outside sources without the written consent by the student.

## **Questions? Contact the Employer Engagement & Recruiting Team**

Email: [employerengagementteam@kenan-flagler.unc.edu](mailto:employerengagementteam@kenan-flagler.unc.edu)

Phone: 919.962.1666