UNC | KENAN-FLAGLER BUSINESS SCHOOL

Full-Time MBA Program Employer Recruiting Policy

Welcome to UNC Kenan-Flagler Business School, shaped by our Core Values of Integrity, Inclusion, Innovation, and Impact. Thank you for your interest in recruiting and engaging with our Full-Time MBA students.

We have created our UNC Kenan-Flagler Employer Recruiting Policy with consideration to the investments made by — and in the best interest of — our students, faculty and (current and future) employer partners. Our goal is to provide a fair and equitable recruiting process that is mutually beneficial, allowing our students time for evaluating opportunities, and our employers equal and timely access to all of our talented MBA students. We ask that you, as an employer interested in recruiting UNC Kenan-Flagler MBA students, abide by our policies and ensure that your recruiting processes reflect our mutual commitment.

This Employer Recruiting Policy contains 10 sections:

1. Standards
2. Academic Commitments
3. Student Standards
4. Recruiting Activities
5. Resume Books
6. Employer Interviews
7. Severe Inclement Weather
8. Extending an Internship or Full Time Offer
9. Consequences for Student Violation
10. Student Privacy

1. Standards

UNC Kenan-Flagler expects employers to adhere to 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 (integrity, inclusion, innovation and impact), 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, disability, national or ethnic origin, gender, gender expression, or 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 academic engagement conflicts with a recruiting event. We have developed a Recruiting Calendar outlining our designated timeframe

for recruiting activity, which is available to you. The dates on this calendar provide the least interruption with regard to academic schedules.

Employers should work through the Employer Engagement & Recruiting team to find a date to engage with MBA students.

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 policies outlined within our Full-Time MBA Student Recruiting Code of Conduct. These policies highlight: Definitions and general expectations around *both* campus-sponsored/on-campus and off-campus engagement; registering for employer events and interviews; and how students are to manage questions, concerns, or changes that arise with regards to attending sessions/interviews and in navigating their job offers.

Students are subject to severe penalties for violating these policies. Employers are asked to notify the Employer Engagement & Recruiting team immediately if they believe (or when) a violation has occurred.

4. Recruiting Activities

An employer recruiting event is defined as *any event or activity where company-specific information is presented or provided by one or more companies for the purpose of engaging and networking with job seekers, regardless of event location or affiliation*. These events include but are not limited to:

- In-person and virtual company presentations, information sessions, office hours, conferences and career fairs, recruiting meals/receptions, student club activities, and boot camps.
- Events that are:
    - Campus-sponsored/On campus (facilitated by the Employer Engagement & Recruiting team and/or details are listed within our recruiting portal.)
    - Off-Campus/Campus-adjacent
    - Virtual

With regards to student club facilitated/led employer activities, student clubs will ideally proactively 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 scheduled in consultation and communication with the UNC Kenan-Flagler Career & Leadership unit, to ensure optimal attendance and success in employer sessions.

If an employer is working directly with a student club and is considering scheduling any large-scale recruiting-related event/activity, as a best practice, they should feel free to proactively contact the Employer Engagement & Recruiting team with any questions, and/or to gain holistic insights on the recruiting calendar/scheduling while planning.

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 portal (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 **Monday, September 25, 2023**. First-year UNC Kenan-Flagler School Facilitated interviews begin on **Tuesday, November 28 – Wednesday, November 29 for Investment Banking** and **Tuesday, January 2, 2024** for all other employers.

We expect employers to follow appropriate guidelines when interviewing students that include but are 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 sufficient notice (and maintain flexibility where possible) 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.

Cancelling an Interview: Students have *three business days prior to an interview to cancel* without penalty.

- **Note**: Students who cannot honor their interview commitment to interview because they have accepted and officially reported an alternate offer (within the three business days window) may be allowed to withdraw from the interview. The intent is to allow other members of the UNC Kenan-Flagler community the opportunity to fill an interview slot – thereby allowing the employer a chance to potentially fill a role.
    - **If students are selected as "alternates" during the interview selection process, note that the Employer Engagement & Recruiting team will automatically add an**

alternate student to the schedule if a slot becomes available due to a late cancellation under this circumstance.

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 canceled 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's next steps, which may include rescheduling, switching to phone or virtual, or remaining as scheduled.

8. Extending an 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.

Companies that violate these deadlines may be added to a non-compliant company list for up to three years on the student-facing website of the Career & Leadership Resource Hub (describing the infraction) and can be subject to additional action set forth by the UNC Kenan-Flagler Career & Leadership unit. Additionally, any companies that otherwise practice any form of behaviors that are unethical, illegal, or that violate a student's personal privacy throughout their recruiting and/or offer process, may be added to a non-compliant company list for up to three years on the student-facing website of the Career & Leadership Resource Hub (describing the infraction) and can be subject to additional action set forth by the UNC Kenan-Flagler Career & Leadership unit.

Decision Deadline Table

Class Year or Program	Decision Deadline		
2nd Year Student (Full-Time Offer Candidate)	December 6, 2023, or 3 weeks from offer, whichever is longer		
1st Year Student (Internship/Summer Work Experience Candidate)	Offer received prior to October 27, 2023: December 6, 2023	Offer received after October 27, 2023: February 7, 2024, or 2 weeks, whichever is longer	
IB and Private Wealth Management Students (IB and PWM Internship Candidates)	Offer received prior to October 27, 2023: December 6, 2023	Offer received after October 27, 2023, but prior to January 1, 2024: December 21, 2023, or 10 days, whichever is longer	Offer received after January 1, 2024: 10 business days

Investment Bank (IB) and Private Wealth Management (PWM) on-campus interviews will be held in advance of the typical On-Campus Interview period, on November 28 and November 29, 2023. Offers for summer internships may be made at any time. Students must be given ten business days (or until December 21, 2023, whichever is longer) to make a decision about accepting an offer. The terms of the offer cannot change once the offer has been extended. Terms include compensation, location, and group placement.

Banks who engage with Kenan-Flagler students must give students until December 21, 2023, or 10 business days whichever is longer to respond to an offer. Offers that do not adhere to established deadlines will be viewed as a violation of our recruiting policies. If a bank does not abide by the timeline outlined within these policies, and this subsequently triggers a student to renege on the offer, no punitive action will be taken against the affected student.

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 immediately so we can address the issue and take swift action. (**Note:** We do take into consideration a *Good Faith Reprieve* outlined in our Student Recruiting Code of Conduct accounting for any *extraordinary* life circumstances, or events, that may have an impact on a student fulfilling their obligations as promised.)

If a student reneges on a verbal or written offer, please notify us immediately so that we can take the appropriate and necessary actions with our student. You can contact our Employer Engagement & Recruiting team (if interested) to learn more details about the policies outlined in our Full-Time MBA Student Recruiting Code of Conduct.

10. Student's Right to Privacy

FERPA (20 U.S.C. § 1232g; 34 CF 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