

# MIT Sloan Recruiting Policies

## Academic Year 2019-2020

The MIT Sloan Recruiting Policies are intended to ensure fair practices for students and employers in an evolving recruiting environment, and to ensure that our students are able to balance academics with recruiting. These policies are applicable to any organization recruiting an MIT Sloan student and to all MIT Sloan students.

Use of the Career Development Office (CDO) and its resources is a privilege that includes both shared and individual responsibilities. If you have questions about managing your recruiting process or about these policies, please contact a member of the CDO staff.

### **Schedule**

The following schedule applies to the MBA, Leaders for Global Operations (LGO), Master of Finance (MFin), Master of Science in Management Studies (MSMS), Sloan Fellow MBA and Executive MBA programs. Please see the Addendum for the Master of Business Analytics (MBA) schedule.

- September 23, 2019 – On-campus interviews begin for full-time seeking students, and both full-time and internship-seeking Master of Finance students.
- October 1, 2019 – Company-hosted presentations begin for both full-time and internship-seeking students.
- January 6, 2020 – On-campus interviews begin for internship-seeking MBAs. The month of January is a Dedicated Interview Period for employers and students participating in on-campus recruiting.

The schedule for fall recruiting activity is announced to employers each April in the annual Call for Dates and is also posted to the CDO website to facilitate scheduling.

### **Company Presentations, Office Hours and Interviews**

Company presentations, office hours and interviews each play distinct roles in the recruiting process.

- Company presentations are scheduled on-campus, Monday-Thursday during lunch, or off-campus, Monday-Thursday in the evening.
- Office hours, open to all master's students, are scheduled on-campus, Monday-Thursday during the day.
- Interviews are by company invitation and may be scheduled on- or off-campus.

Students who participate in recruiting activities organized through the CDO agree to meet the following expectations:

- Submit their credentials (resume, cover letter and/or job application) to recruiting organizations according to their timing and application requirements.
- Accept or decline, by the deadline, all interview invitations or job offers from recruiting companies.
- Respond to all company event invitations and outreach within two business days, even if declining.

- Arrive on-time for scheduled interviews, company presentations and office hours.

Students should use Career Central to cancel any presentation and office hours invitations they have accepted by 5pm of the business day prior to the event, and, for interviews, students should cancel no later than **two business days** before the scheduled interview. If you know less than two business days before an interview that you will not be able to attend, you must inform the CDO by calling 617-253-6149 AND emailing [cdo.mitsloan@mit.edu](mailto:cdo.mitsloan@mit.edu). If your interview is off-campus, you must call and speak with the company recruiting contact directly. Sending an email to cancel your interview is not acceptable.

If an emergency forces you to cancel an interview on the interview day itself, you are required to alert the CDO immediately, in person or by phone (617-253-6149). In addition, you are required to write a letter of explanation to the recruiter within two business days, copying the Senior Associate Director, Employer Relations and Recruiting on your correspondence.

Employers who participate in recruiting activities organized through the CDO agree to meet the following expectations:

- Employers should request on-campus dates through the CDO. Our objective is to minimize conflicts with class schedules or other employer-sponsored events, so that as many students as possible have the option to attend your event.
- Employers are encouraged to offer educational content in club events with students, e.g. discuss industry trends, company projects, case studies, or other intellectual capital.
- When planning a club event, we strongly recommend that Employers check in with their designated CDO Industry Representative to mitigate any potential conflicts before confirming the event date.
- In consideration of the MIT Sloan Policy on Classroom Behavior, employers are required to be flexible in scheduling interviews and must not ask students to miss a class or change an exam for an interview. Classes missed for such activities are *not* excused absences and may count against the student's participation grade.
- In the event of an interview schedule conflict, employers are encouraged to offer alternative dates and times and/or to utilize virtual interview technology to accommodate students' academic requirements. These practices help students manage potential academic conflicts more effectively.
- Upon request, companies may offer an open-for-bid schedule.
- LGO students who are recruiting through the CDO for full-time opportunities may be away from campus for their research fellowship and may require an alternative to an on-campus interview. The LGO program offers one dedicated week each fall for on-campus interviews which is announced in the recruiting calendar.
- Students should be kept updated on the status of their candidacy after each round of interviews; we require firms to directly communicate both affirmative and negative decisions within a reasonable timeframe.

The CDO Employer Relations and Recruiting Team will gladly facilitate alternatives in the event of a schedule conflict.

### **Internship Recruiting**

Internship recruiting applies to both MBA and MFin students. Students in other programs do not participate in internship recruiting.

Students who choose to participate in the CDO's January Dedicated Interview Period are expected to commit to interviewing on the dates offered by employers.

- Students who choose to participate in a lab course or project sourced by MIT Sloan faculty and staff must be able to fully commit to the course and/or project. It is not permissible to miss class(es) for interviewing or to shorten the duration of a project to accommodate interviews.
- Off-cycle MBA students (e.g. dual degree Harvard Kennedy School) pursuing summer internships in their 2nd academic year may not simultaneously participate in the CDO's January Dedicated Interview Period and a lab course or project sourced by MIT Sloan faculty and staff.
- If a student pursues a second internship during the summer, he/she must inform both companies about both internships.

Employers are expected to allow first-year MBA students time to adjust to the academic experience during their first semester and to participate in our customized career programming.

- To avoid scheduling conflicts, events and interviews should be scheduled through the CDO. We are happy to assist with advertisements for company events, job postings, and room requests for presentations, office hours and interviews. We encourage employers to schedule virtual interviews to minimize conflicts.
- Employers may not request or access student mailing lists, club membership lists, or the online MIT Sloan student photobook.
- Office hours/informational sessions for first-year MBA students scheduled on-campus during the fall semester must be held in a group format (two or more students).

### Offers

It is in the interest of both students and employers that candidates have adequate time and information to make thoughtful and informed decisions about their employment offers. This not only minimizes the risk of renegees in the short term, but also supports retention with the accepted employer after graduation.

Students are expected to withdraw from all applications and are not permitted to interview with additional firms after accepting an employment offer. **A verbal acceptance of an offer is considered binding.**

Companies agree to the following deadlines for full-time MBA and LGO offers:

MBA Full-Time Offers	Earliest Deadline for a Response	If Offer is from Summer Internship/LGO Internship
MBA, Class of 2020	Friday, Jan. 10, 2020*	Friday, Dec. 6, 2019
LGO, Class of 2020 (internship start date: Feb)	Friday, Jan. 10, 2020*	Friday, Dec. 6, 2019
LGO, Class of 2020 (internship start date: June)	Friday, Jan. 10, 2020*	Friday, Jan. 10, 2020**
MSMS, Class of 2020	Friday, Jan. 10, 2020*	

\*or a minimum of 15 business days to evaluate the offer, whichever is later.

\*\* Date added 11/21/19 to accommodate the new LGO capstone internship timeline.

Companies agree to the following deadlines for MBA internship offers:

<b>MBA Internship Offers</b>	<b>Earliest Deadline for a Response</b>	<b>If Offer is from Summer Internship/LGO Internship</b>
MBA, Class of 2021	Friday, Feb. 7, 2020*	

**\*or a minimum of 15 business days to evaluate the offer, whichever is later.**

Companies agree to the following deadlines for full-time MFin offers:

<b>MFin Full-Time Offers</b>	<b>Earliest Deadline for a Response</b>	<b>If Offer is from Summer Internship</b>
Master of Finance, Feb. 2020	Friday, Dec. 6, 2019*	Friday, Oct. 18, 2019*
Master of Finance, June 2020	Friday, Dec. 6, 2019*	

**\*or a minimum of 15 business days to evaluate the offer, whichever is later.**

Companies agree to the following deadlines for MFin internship offers:

<b>MFin Internship Offers</b>	<b>Earliest Deadline for a Response</b>	<b>If Offer is from Summer Internship</b>
Master of Finance, Feb. 2021	Friday, Dec. 6, 2019*	

**\*or a minimum of 15 business days to evaluate the offer, whichever is later.**

For any offer extended on or after **April 1, 2020**, students will have a minimum of **10 business days** to evaluate the offer.

Career Advising and Professional Development Office (CAPD): Students and employers recruiting through CAPD on MIT's main campus are required to follow CAPD's recruiting policies and deadlines.

### **Failure to Comply**

**It is expected that students will honor their employment commitments.** If a student is unable to honor a commitment to an employer, the CDO Senior Associate Director, Employer Relations & Recruiting should be notified within 2 business days.

**Employers are expected to give students sufficient time and information** regarding their offers to make thoughtful, informed decisions. They are also expected to recognize that their candidates are students, with academic requirements. If an employer anticipates a conflict with these recruiting policies, the CDO Senior Associate Director, Employer Relations & Recruiting, should be notified as soon as possible to discuss the situation and possible options.

**Failure to comply with these policies, may result in corrective measures up to, and including, suspension of some or all recruiting privileges for students and companies until the CDO Assistant Dean and/or the Senior Associate Dean for Undergraduate and Master's Programs determine(s) that the issue has been successfully resolved.** If the issue is not successfully resolved, consequences may include partial or full suspension of CDO services and recruiting privileges for a period of up to five years.

MIT Sloan reserves the right to verify information provided by students and employers regarding any violation of these recruiting policies.

Examples of violations include, but are not limited, to:

- Reneging on a job acceptance.
- Withdrawal of an offer that has been extended and accepted.
- Rescinding an offer that has been accepted.
- Continuing to interview after accepting a job offer, regardless of the source of the interview and accepted job.
- Acting unethically or demonstrating unprofessional conduct contrary to MIT Sloan values and CDO/recruiting activities.
- Dishonesty or misrepresentation of facts or information to a company, a student, or the CDO.
- Missing a scheduled interview without proper notification to both the CDO and the employer.
- Three or more late arrivals to company presentations, office hours and/or interviews.
- Three or more missed attendance for company- or CDO-sponsored recruiting events for which you have registered.

### **Nondiscrimination**

We require recruiters to comply with MIT's policy of evaluating candidates without regard to race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, and national or ethnic origin.

MIT is an [equal employment opportunity employer](#). All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, national origin, veteran status, or disability.

### **Addendum – Recruiting Schedule for Master of Business Analytics (MBAn)**

Due to the format of their program and degree completion date in August, MBAn students follow a different recruiting schedule.

- MBAn students do not participate in internship recruiting; they are available for full-time positions only. Employers will be able to request the Master of Business Analytics resume book in early December 2019. Job postings will be visible to students in Career Central beginning in January 2020.
- Companies recruiting MBAn students are expected to give students a minimum of 15 business days to decide on their offer. This includes full-time offers from Capstone companies as well as offers resulting from participation in MIT Analytics Career Night in February 2020.
- Companies participating in the MIT Sloan Career Fair are expected to give students from all participating programs, including MBAn, a minimum of 10 business days to make a decision about an offer of employment.□