

## Rice Business Houston Investment Banking Policies

Rice Business is currently offering both in person and virtual recruiting. *Decisions have not yet been made on the format of interviews in January, but will be in line with current campus guidelines, including mask requirements: <https://coronavirus.rice.edu/policies>.*

By participating in Super Week (January 3-6), which offers employers exclusive, pre-semester access to students, and other recruiting initiatives facilitated by the school, you agree that all representatives of your company will honor these terms and will abide by them as part of your broader recruiting agreement with Rice Business.

While we will communicate this information as broadly as possible, it is important that each employer take responsibility for communicating the policies to everyone within their respective firms participating and interacting with students during the recruiting process.

- 1st round IB interviews will be conducted on **Tuesday and Wednesday, January 3-4.**
- 2nd round IB interviews will be conducted on **Thursday and Friday, January 5-6.**
  - Banks that interview first day of 1st rounds, will interview their Super Day (SD) first day of 2nd rounds and banks that interview second day of 1st rounds, will interview their SD second day of 2nd rounds.
  - Please share your Super Day schedules with the Career Development Office.
- No interviews may take place in advance of Super Week, including in-person, phone, or video interviews.
- Interviews conducted outside of the Rice Business recruiting process may not begin until **January 5.**
- Scheduling for second round interviews may not occur until after **5:30 pm CST on Wednesday, January 4** to ensure equity across both first-round interview dates.
- Students have until **8:00 pm CST on Wednesday, January 4** to accept or decline invitations to second round interview offers.
- Verbal and written offers cannot be made until **5:00 pm CST on Friday, January 6.**
- All offers must remain open until **9:00 am CST on Saturday, January 7.**
- Any attempt to extract a verbal promise of acceptance prior to making the official offer is a violation of our rules. “Exploding offers,” which involve a threat of having the offer rescinded or the base salary diminished prior to the offer deadline, are also prohibited.

Diversity Recruiting: The only exception to the above timeline is for interviews and offers resulting from recruiting through Diversity conferences and events, such as Consortium, Forte, National Black MBA Association Conference, ROMBA, Prospanica, or internal bank events students can opt-in to, such as diversity networking or programming. The deadline or time students have to accept an offer that comes from diversity recruiting is December 1.

*Violation of these policies from any individual in your company may result in the exclusion of the Bank's participation in future recruiting at Rice Business.*