



2025-26 MBA RECRUITING GUIDELINES

WELCOME TO RECRUITING AT RICE BUSINESS

Rice Business offers transformative degree programs that attract ambitious, forward-thinking individuals from diverse personal and professional backgrounds. Our students excel at navigating challenges inside and outside the classroom, combining intellectual curiosity with a collaborative spirit that drives meaningful impact.

The Rice MBA bridges academic rigor with real-world application, equipping students with a strong foundation in business fundamentals, advanced problem-solving skills, and the ability to lead with confidence. Through our tight-knit community and innovative programming, students develop an entrepreneurial mindset, empowering them to identify strategic opportunities and thrive in today's competitive global marketplace.

On average, Rice MBA students bring three to seven years of professional experience, enhancing classroom discussions with perspectives shaped by real-world achievements and a shared commitment to excellence.

At the Career Development Office (CDO), we value the effort and commitment our recruiting partners invest in connecting with our talented MBA students. To support a fair and ethical recruiting process, we've established clear guidelines that ensure a level playing field for both students and employers.

These policies apply to any organization engaging with Rice Business—whether through our recruiting platform (12Twenty), CDO services, student clubs, or events held on campus or virtually. By fostering transparency and collaboration, these guidelines empower students to make thoughtful career decisions and help employers build meaningful, long-term relationships with the Rice Business community.

We're here to support your recruiting efforts every step of the way and look forward to helping you connect with our students whenever the time is right.

YOUR RELATIONSHIP MANAGERS



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RECRUITING POLICIES

STANDARDS

Rice University is committed to providing a working and learning environment free from unlawful discrimination and harassment. Discrimination or harassment based on age, color, disability, family, medical or genetic information, gender identity or expression, marital status, military status (which includes active-duty service members, reserve service members, and dependents), national or ethnic origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or veteran status will not be tolerated.

We ask all Rice Business employers accommodate students with disabilities throughout the recruiting experience by providing contact information for students requesting accommodations, acknowledging support for students with disabilities during your recruiting process (e.g., job postings, recruiting events), and being prepared to make reasonable accommodations as needed (e.g., extended time on assessments, interview questions mailed in advance).

ACADEMIC COMMITMENTS

At Rice Business, the academic calendar plays an important role in the recruiting schedule. It's essential that students have the time and flexibility needed to succeed in their rigorous academic commitments. To support that:

- Students **may not miss class or academic obligations** for full-time or internship interviews, recruiting events, or related travel.
- Employers are expected to offer flexibility and **may not require students** to interview at times that conflict with their academic schedules. Any inflexibility on this point is considered a violation of Rice's recruiting guidelines.

Our goal is to provide a robust variety of recruiting opportunities that foster connections between employers and our talented students. At the same time, we are mindful of the significant demands of our academic program and strive to balance these priorities thoughtfully.

STUDENT STANDARDS

Rice Business students adhere to a high standard of professionalism through the **Rice Business Career Development Office Student Recruiting Policies**. Employers who observe potential misconduct should promptly notify Tyler Hough, Director, Employer Engagement.

RECRUITING ACTIVITIES

We aim to offer a sufficient variety of recruiting events that foster meaningful connections between employers and students while maximizing attendance. At the same time, we are mindful of the significant demands of our academic program and strive to balance these priorities thoughtfully. **All recruiting events** can begin on **September 2, 2025**.

Employers are not approved to host events during:

- **August orientation**
- **Final exams**
- **Designated restricted dates** (additional dates can be located on the [Recruiting Calendar](#)).

Minimizing event conflicts benefits both students and employers by ensuring strong engagement and attendance. The Employer Engagement team collaborates closely with employers to identify optimal times that maximize student participation while reducing scheduling conflicts.

If your organization is coordinating directly with a student club, we recommend proactively reaching out to your relationship manager with any questions or for insights on the recruiting calendar. This collaborative approach helps ensure the success of your sessions and fosters a seamless recruiting experience.

RESUME BOOKS

The CDO is happy to provide employers with access to resume books at no cost. You are able to request a resume book in 12Twenty or by contacting your CDO relationship manager.

EMPLOYER INTERVIEWS

Your CDO relationship manager will collaborate with you to schedule a date that works best for your on-campus or virtual interviews.

- **Full-time interviews** begin on **September 8, 2025**.
- **Internship interviews** begin on **January 5, 2026**.

To ensure your interview schedule is robust and includes a full slate of candidates, we recommend identifying at least two alternate candidates for every ten invited candidates.

Recruiters are encouraged to provide students with sufficient notice and, where possible, maintain flexibility for second-round interviews or out-of-town events. Students may have other commitments, including interviews with other organizations, that cannot be rescheduled on short notice without potentially disadvantaging the student.

EXTENDING A FULL-TIME OR INTERNSHIP OFFER

Providing students with sufficient time to evaluate employment opportunities without undue pressure ensures thoughtful decision-making and positive experiences for both candidates and employers. These guidelines are designed to reduce renege and attrition rates while fostering strong relationships between students and recruiting partners.

KEY OFFER GUIDELINES

- **All offers must be extended in writing.**
- The fundamental terms of an employment offer—including annual salary, signing bonus, performance bonus, relocation, and job function—must remain unchanged until the expiration date.
- Financial incentives encouraging earlier commitments are allowed, provided they are small relative to the overall value of the offer and still allow students a **minimum of three weeks** to decide.
- If your company's policies differ significantly from these timelines, please discuss them with your Employer Engagement partner.

FULL-TIME OFFERS (SECOND-YEAR STUDENTS)

- **Former summer interns** can receive offers at any time.
- Non-intern candidates: No interviews or job offers may be extended before **September 2, 2025**, the first day of on-campus recruiting.
- **Offer deadlines:** Full-time offers must remain open until at least **December 5, 2025**, or three weeks after the offer is extended, whichever is later.
- Alternative deadlines may be set if both the student and employer agree.

INTERNSHIP OFFERS (FIRST-YEAR STUDENTS)

- **On-campus internship recruiting** takes place in **January and February 2026**.
- No initial interviews or job offers may be conducted before **January 5, 2026**.
- **Offer deadlines:**
 - Internship offers must remain open until at least **February 20, 2026**, or three weeks after the offer is extended, whichever is later.
 - Offers made after **February 20, 2026**, must provide students at least two weeks to respond.

INTERNSHIP OFFERS VIA PRE-MBA OR FALL CAREER EVENTS

For internship offers extended during pre-MBA summer programs or fall career fairs, students must have until **February 5, 2026**, to respond.

INVESTMENT BANKING INTERNSHIP OFFER POLICY

Students must have at least **two weeks** to decide or until **9:00 pm CT on January 7, 2026**, whichever is later.

EXPLODING OFFERS

We expect all employers and students to uphold professional and ethical standards during the recruiting process. Employers should avoid applying undue pressure or imposing unreasonable expectations on students when extending offers. Students are coached to handle these situations professionally and will seek guidance from the CDO if needed.

PROHIBITED PRACTICES

- Exploding offers: Offers that are rescinded within a shortened time frame if not accepted, or threats of diminished base salaries prior to the offer deadline.
- Requiring students to respond to verbal (non-written) offers.
- Making changes to the terms of an offer after it has been extended.

If an employer must withdraw an offer for any reason, please **immediately contact your relationship manager**. This is a serious matter that can damage an employer's reputation and future recruiting opportunities at Rice Business.

Additionally, the Rice MBA faculty and administration view reneging on an accepted offer as unethical. If a student reneges on an employment acceptance, **please contact your relationship manager or Tyler Hough, Director, Employer Engagement**.

Violations of these policies by any representative of your organization may result in exclusion from future recruiting at Rice Business.

ADDITIONAL GUIDELINES

REPORTING OFFERS AND HIRES

- Employers utilizing CDO services are expected to report hiring statistics for Rice Business MBA students via email or phone. If your organization uses an internal campus hire tracking form, we encourage you to share it with the CDO.
- Withdrawing offers or altering base compensation is strongly discouraged. In the event an offer must be rescinded, employers should contact the CDO before taking action to ensure proper handling with the student.
- Employers who rescind offers may be prohibited from campus recruiting in the following year.
- All information shared by employers will be reported in aggregate form. Individual salary details or the names of hired students will not be disclosed.

STUDENT ACCOUNTABILITY AND HONORING ACCEPTED OFFERS

The CDO's recruiting policies are intended to ensure a positive recruiting experience for both students and employers where expectations are aligned.

- Offer acceptances must be in writing (electronic or hard copy).
- Students are expected to honor any accepted offer; the CDO considers both verbal and written acceptances as binding. If a student backs out on a written offer of employment, please notify your CDO relationship manager. Students who do not honor their accepted offer are subject to disciplinary issues.
- Students are required to agree to the CDO's Student Recruiting Policy when granted access to career services and are held accountable to its terms.
- Students are encouraged to discuss offers and deadlines openly with employers. The CDO is available to facilitate conversations or resolve conflicts to reach mutually agreeable solutions.
- To report a rescinded offer, contact **your relationship manager and Tyler Hough, Director, Employer Engagement**. Such actions may harm an employer's reputation and future recruiting efforts at Rice Business.

HIRING INTERNATIONAL STUDENTS

International MBA students make up over a third of the Full-Time MBA population and bring exceptional academic performance, diverse professional experience, and valuable language and cultural skills. Their contributions enhance the Rice Business community and provide a competitive edge in the global marketplace.

We encourage employers to:

- Include international students among interview candidates for U.S. and overseas opportunities.
- Provide clear information on work authorization requirements when recruiting or creating job postings to help students understand any constraints.

Getting to know this talented group of candidates can open doors to diverse perspectives and innovative thinking within your organization.

Note: When recruiting at Rice Business or creating a job posting, providing information on work authorization requirements ensures students understand any constraints placed on positions.

CONSEQUENCES FOR STUDENT VIOLATIONS

Rice Business students adhere to a code of conduct regarding interviews, job offers, and professional behavior. If a student:

- Misses an interview.
- Acts improperly during the recruiting process.
- Reneges on an offer.

Please notify your relationship manager, so appropriate action can be taken. Swift resolution ensures our students meet the high professional standards of Rice Business.

STUDENT PRIVACY

The **Family Educational Rights and Privacy Act** (FERPA) protects the privacy of student education records. As a federally funded institution, Rice Business complies with FERPA guidelines.

- No student data will be disclosed to external sources without the student's written consent.