



2025-26 STUDENT RECRUITING POLICIES



STUDENT RECRUITING POLICIES

The Career Development Office (CDO) Student Recruiting Policies are designed to uphold the strong reputation of the Jones Graduate School of Business within the business community and to provide clear expectations for students as business professionals.

Engaging with the CDO—whether through advising, career education, or recruitment activities—is a valuable privilege. All students are expected to review and adhere to the policies outlined in this document. If you have questions or anticipate any potential conflicts related to your recruiting activity, please contact the CDO at cdo@rice.edu as soon as possible.

On-campus recruiting refers to any recruitment activity (such as coffee chats, networking events, interviews, etc.) facilitated by the CDO—whether held in person or virtually. This also includes recruiting activities outside of OWL Careers when the CDO has an existing relationship with the employer.

STUDENT EXPECTATIONS

Advising Appointments and Career Education Events

- You are expected to schedule career advising sessions with a CDO advisor or RSVP to Career Education events via OWL Careers and honor scheduled attendance.
- If you're unable to attend an appointment or event, please cancel your RSVP in OWL Careers at least 24 hours in advance. This allows another student to participate and helps us manage resources effectively—especially during peak recruiting seasons or for events with vendor costs covered by the CDO.

Event Attendance Policy

- You agree to attend all events (e.g., info sessions, networking events, career fairs) for which you have registered, will sign in upon arrival to confirm attendance, will arrive on time, and stay for the duration of the event.
- Cancellation
 - You are requested to cancel your registration in OWL Careers as soon as you become aware of a conflict. Additionally, to remain in good standing with the CDO, you are required to follow these guidelines:
 - Cancel by 9 PM the day before the event for: info sessions, networking events, CDO appointments, and programming.
 - Cancel at least two (2) business days before the event for: interviews, coffee chats, and treks.
 - Cancel at least five (5) days before alumni events by contacting jgsbalumni@rice.edu.

On-Campus Recruiting Events

- You are expected to complete the required CDO online course (available in Canvas) to access recruiting events, interviews, OWL Careers, and advising appointments.
- Update OWL Careers with all offers received to help the CDO track outcomes and provide better support.
- Represent yourself professionally and accurately in all interactions with employers—written, verbal, and digital (including resumes, interviews, social media, and networking).
- Apply only to roles they are genuinely interested in and would consider accepting if offered.

Interview Commitments

- If selected for an interview, you must honor that commitment. If you choose not to proceed, decline the invitation as soon as possible in OWL Careers to allow time for the employer to find alternate candidates.
- Cancellations must be made at least two (2) business days in advance.
- If a cancellation is necessary within that window and can't be made in OWL Careers, notify the CDO immediately. For off-campus interviews, you are responsible for cancelling directly with the employer.

Scheduling Considerations

- Plan interviews and recruiting activities around your class schedule. Interviewing is not considered an excused absence. If there's a conflict, work directly with faculty and seek support from the CDO as needed.

Recruiting Eligibility

- Students are eligible to recruit through the CDO:
 - Once for an internship (typically in the first year)
 - Once for full-time opportunities (typically in the second year)
 - Note: Students may not recruit a second time as alumni or by extending their MBA graduation date. If you extend your program, you are eligible to recruit for full-time roles in the fall and spring prior to graduation.
 - Alumni continue to have access to CDO advising services, but not to on-campus recruiting.

POLICY VIOLATIONS

To preserve the integrity of our community and maintain strong employer relationships, the following actions will result in the violation of the Student Recruiting Policy and the loss of your recruiting privileges:

- Missing a scheduled interview without proper notice (at least two (2) business days before the interview) outlined below.
- Continuing to interview after accepting an offer, regardless of whether the opportunity was facilitated by the CDO. This behavior negatively impacts the Rice Business brand and your peers.
- Reneging on an offer—declining a full-time or internship offer after accepting it, either verbally or in writing.
- If a policy violation occurs, students are expected to meet with a CDO staff member promptly to address the situation. If the issue is not resolved satisfactorily:
 - You will lose recruiting privileges for the remainder of your academic program.
 - Graduating students may lose access to alumni career services for up to five years following graduation.

Event Attendance Policy

- If you do not provide the necessary cancellation notice as outlined in the aforementioned Student Expectations (pg. 2), for your first and second offense, you will receive a reminder and warning email from the CDO.
- If you violate the policy for a third time, your access to OWL Careers will be temporarily suspended. You'll need to email the CDO (CDO@rice.edu) with an explanation of why you missed the event and didn't provide the required notice.
- Missing treks, coffee chats, or interviews without prior cancellation or notification will result in immediate suspension of your access to OWL Careers.

We're here to support you in navigating the recruiting process responsibly and professionally. If you have questions or concerns, please reach out to the CDO early—proactive communication makes all the difference.

ADDITIONAL RECRUITING DETAILS BY PROGRAM

FULL-TIME MBA

Internship Recruiting

- Recruiting begins in your first year, with internships typically lasting 11–12 weeks over the summer.
- The program is designed to support a summer internship after your first year.

Full-time Role Recruiting

- Recruiting for full-time roles begins in your second year, with start dates after graduation.
- Some industries start recruiting in early fall.

PROFESSIONAL MBA

Internship Recruiting

- Recruiting typically takes place in your first year, with internships lasting 11–12 weeks over the summer.
- You may need to leave your current role unless your company offers a generous leave policy. Return offers are not guaranteed, and start dates often align with traditional MBA hiring cycles, which may result in a gap between your internship and full-time employment.
- The Professional MBA program is not designed to include an internship component. If you choose to pursue one, you'll need to coordinate logistics independently to meet academic requirements, which may impact Global Field Experience (GFE) eligibility.
- While internships can be helpful for career transitions, they are not required for most industries—except for investment banking.

Full-time Role Recruiting

- Recruiting takes place during your second year, with start dates after graduation.

Professional MBA – Extended Track

- The same recruiting timeline applies, with one key difference: You can only recruit for an internship in the summer before your graduation year. Full-time role recruiting takes place during your final year.

ONLINE MBA

Internship Recruiting

- Recruiting typically takes place in your first year, with internships lasting 11–12 weeks over the summer.
- You may need to leave your current role unless your company offers a generous leave policy. Return offers are not guaranteed, and start dates may differ from traditional MBA hiring timelines, potentially leading to a gap before full-time employment.
- MBA internship recruiting follows the Full-Time MBA program's timeline, which means you'll need to take a proactive approach to align with employer recruiting cycles. Many companies host in-person events, so travel may be required.
- The Online MBA program does not include a built-in internship component. If you choose to pursue an internship, you'll need to arrange it independently to meet any academic requirements.
- Internships are not required for most career transitions, except for investment banking.

Full-time Role Recruiting

- Communicating your graduation date with employers is key to ensuring alignment with their hiring timelines.

HYBRID MBA

Internship Recruiting

- The Hybrid MBA program does not support an internship experience due to conflicts with the core curriculum.

Full-time Role Recruiting

- Recruiting for full-time roles takes place during your final year, with start dates after graduation.