



Recruiter Conduct Policies, 2009–2010

All organizations that recruit at the Stanford Graduate School of Business (GSB) are required to agree to the following policies. These policies are applicable to organizations who recruit Stanford GSB students via On-Campus Recruiting, the GSB Job Board, or the GSB Resume Book. Please communicate them to all of your recruiters and interviewers as all organization representatives are bound to these policies.

Please abide by both the letter and spirit of these policies. Not abiding by these policies will result in consequences that may affect your organization's reputation and future eligibility to recruit at the GSB.

Prior to finalizing your recruiting plans, please consult a Recruiting Relationship Manager (RRM) to insure that you are abiding by the policies. For more information about recruiting at the GSB, including recruiting strategies, guidelines and tips, refer to the CMC website: <http://www.gsb.stanford.edu/cmc/>.

Students' Right to Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA) applies to any school that receives federal funding, including Stanford. The online GSB Student Directory published by the Student Life Office is an internal document and information from it should not be provided to recruiters. Recruiting organizations that use such information are in violation of the policies. For student information, please purchase the Resume Book.

Non-Discrimination

The Stanford Graduate School of Business makes its facilities and services available only to organizations that do not discriminate on the basis of race, ethnicity, religion, gender, sexual orientation, marital status, age, national origin, military service, or disability.

Pre-matriculation Events

Pre-matriculation events are only allowed from May 1, 2009 to August 1, 2009.

First Year Recruiting and the Exclusive Academic Period (EAP)

The Exclusive Academic Period (EAP) was established to enable first-year students to focus exclusively on the rigorous academic program through the first six weeks of the MBA program. The EAP begins August 1 and ends November 2, 2009. Recruiters cannot have any contact or communication with first-year students during the EAP. However, organizations can communicate with their former employees.

On and Off-Campus Events

Recruiting events can start no earlier than September 28, 2009 for second-year students and November 9, 2009 for first-year students and may include events that are held either on-campus or off-campus. They must not conflict with academic requirements, classes or CMC-sponsored events. On-campus activities must be open to all MBA students and self-sponsored Sloan Fellows (Master of Science in Management). For off-campus events, organizations are allowed to target a select group of students. To avoid industry conflicts and maximize student attendance, organizations must submit their proposed dates for review and approval prior to finalizing the events. Proposed dates submitted by July 15 will be reviewed and either approved or declined by July 31. Proposed dates submitted after August 1 will be reviewed on a rolling basis. Please check with your RRM for the most up-to-date class schedule, academic calendar, exam schedules and recruiting events.

Office Hours, Coffee Chats or Site Visits

Office hours, coffee chats or site visits must be scheduled on or after September 28, 2009 for second-year students and November 9, 2009 for first-year students. Organizations must register their dates with the CMC and are not allowed to ask students to miss class to attend. Office hours or coffee chats cannot be held in Arbuckle Café.

Interview Schedules

Organizations are required to offer at least 30% of On-Campus interview slots to student bidders. Changing an interview schedule after it turns final is a violation of the School's recruiting policies.

Second-Round Interviews

The CMC highly recommends that organizations schedule second-round interviews outside of class time. Second-rounds cannot be scheduled during exams. At least one alternate date must be offered for second-round or final-round interviews. Check with your RRM to insure that there are no classes on your desired date. To avoid conflicts, it is required that you inform both the students and the CMC of second-round interview dates in advance of scheduling.

Time for Offer Consideration

Second-year students must be given until January 8, 2010, or at least three weeks from the time the written offer is made, whichever is later, to consider an offer.

Second-year students who were summer interns have a prior employment relationship with your organization. The deadline for accepting a written offer for full-time employment should be a mutually agreed-upon date between the organization and the student. The CMC recommends that organizations allow such students until January 8, 2010.

First-year students must be given until March 8, 2010, or at least one week from the time the written offer is made, whichever is later, to consider an offer.

Longer time frames for considering an offer are acceptable.

No “Exploding Offer”

A job offer containing incentives, such as cash bonuses, tuition reimbursement or job location, must remain open in its entirety until the offer consideration deadline.

Delay in Start Date and Change in Offer Terms

A delayed start date or changes in offer terms (such as salary, bonus or job location) are considered violations of the recruiting policies. If your organization intends to delay start dates or change offer terms, please contact Celia Harms.

Rescinding of Offer

Should you withdraw an offer after it has been extended, it is a violation of the School's recruiting policies. Contact Celia Harms prior to making this decision.

Consequences for Recruiting Violations

Students or organizations may inform the CMC about violations and will be reviewed by the CMC management team on a case-by-case basis. If you are unclear about the policies or consequences or have questions about another firm's actions, please contact Celia Harms.

Examples of consequences for violating these policies may include the following:

1. Letter to the organization's senior management.
2. Organization's name and violation communicated to students on the GSB intranet.
3. Organization is not eligible to be considered for the Recruiter Excellence Award.
4. Organization's name and violation communicated to recruiting organizations in the CMC Recruiter Newsletter.
5. Organization's name and violation communicated on the GSB public web site.
6. Not being scheduled in the first week of interviews or your preferred dates.
7. Not being permitted to purchase the GSB Resume Book or post to the GSB Job Board.
8. Not being permitted to recruit at Stanford GSB.

Student Conduct Policies

Stanford MBA students are held to high professional standards. We require all students using CMC services to sign a statement indicating their agreement to uphold the GSB Student Recruiting Conduct Policies. Policies address a variety of issues including: late cancellations, interview “no shows” and renegeing on a job offer. A complete copy of the Student Conduct Policies is posted on the GSB website at <http://www.gsb.stanford.edu/cmcc/policies/>. Please report student violations to Celia Harms or Andy Chan at the CMC.

CMC Contact Information

Celia Harms, Senior Associate Director, Recruiting Services & Marketing, 650.723.2857, harms_celia@gsb.stanford.edu
Stephanie Briggs, Assistant Director, Recruiting Relationship Manager, 650.725.6839, briggs_stephanie@gsb.stanford.edu
Nathalie McGrath, Assistant Director, Recruiting Relationship Manager, 650.736.0088, mcgrath_nathalie@gsb.stanford.edu
Andy Chan, Assistant Dean and Director, 650.723.3651, chan_andy@gsb.stanford.edu
CMC Front Desk, 650.723.2151, cmcrecruiting@gsb.stanford.edu

REQUIRED RECRUITER ACKNOWLEDGEMENT

I have read and agree to follow the letter and spirit of the CMC Recruiter Policies. Furthermore, I will communicate these policies to the employees from my organization who recruit at the GSB.

I understand that adherence to these policies is required in order to participate in On-Campus Recruiting, the GSB Job Board, the GSB Resume Book, and CMC sponsored events at the Stanford Graduate School of Business. I also understand the consequences to my organization for violating these policies. Finally, I agree to report any violations by other organizations or by students to the CMC.

Organization: _____

Name: _____

Title: _____

Signature: _____ Date: _____

If you have any questions, please contact Celia Harms, Senior Associate Director, Recruiting Services & Marketing, 650.723.2857, harms_celia@gsb.stanford.edu.

Please return to:

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