Career Management Center - Recruiter Conduct Policy

Any organization recruiting a Stanford Graduate School of Business (GSB) student* is bound by the following policies. Organizations will be held accountable for the actions and violations of their representatives; therefore we recommend these policies be communicated to recruiters, interviewers, hiring managers and representatives. Not abiding by these policies will result in consequences that may affect your organization’s reputation and future eligibility to recruit at the GSB. For assistance in ensuring your organization is acting within all GSB policies consult your Recruiting Relationship Manager (RRM).

Pre-matriculation Events and the Academic Adjustment Period (AAP)
During the first six weeks of the school year activity is reduced. This period, called the Academic Adjustment Period (AAP) was established to ensure that first year MBA students are given the opportunity to settle in at the GSB and focus on academics at the beginning of their MBA Program. This year’s AAP starts when a student is admitted and ends at noon on November 1, 2017. Recruiting organizations cannot have any contact or communication with first-year students during the AAP; this includes email, mailbox stuffing, and marketing materials. The only exception is that organizations may communicate with their former employees.

Academic Commitments
The GSB is an academic institution. Consequently, students’ first priority is class and academic requirements. They may not miss class or other academic commitments for interviews, training, employer events or related travel. Organizations are not permitted to require or pressure students to miss any academic commitments. Students are required to be on campus for their final exams. Hosting an event or interview during exams or 24 hours prior is a violation of policy. Finals will take place from June 8 – June 13, 2018. Check with your RRM for the most up-to-date class schedule, and academic calendar.

On-Campus Events
All events that take place on the GSB campus are considered Stanford University events. A university event must be sponsored by an officially recognized Stanford department or organization and must be in keeping with the university’s mission (i.e.,
the creation, preservation, and dissemination of knowledge). The university’s assets must be preserved for these purposes, not for uses that do not further Stanford’s academic objectives. Any event sponsored by a student group must be student-led and students must be involved with all event decisions. Off-campus sponsors (ie: hiring organizations) cannot use student clubs to gain entry to university facilities. Any recruiting organization interested in hosting an event on the GSB’s campus must be reviewed and approved by the Career Management Center (CMC). Requests must be submitted through the CMC’s Recruiter Dashboard. For assistance with this process please reach out to your RRM.

**Employer Events**

Employer events are defined as any activity in which a recruiting organization hosts, sponsors, or organizes an event. Employer events cannot conflict with academic requirements, classes, or CMC-sponsored events. Employer events for **second-year students** may start on **September 27, 2017**. Employer events for **first-year students** may start on **November 3, 2017** and occur through **December 2, 2016**. Communication and marketing for second-year students can occur at any time. Communication and marketing for **first-year students** can start after noon on **November 1, 2017**.

The CMC sponsors Company Networking Nights, the Fewer Than 300 Event, Office Hours, and Coffee Chats. On-campus Office Hours and Coffee Chats are organized by the CMC and can be requested through the CMC’s CareerHub platform. Student clubs must sponsor any other on-campus events; however they are not required to sponsor events. Events occurring on campus are limited to 60 minutes; events off-campus are limited to 120 minutes. Firms may host up to four events per student body class per quarter (student body classes include MBA1, MBA2, and MSx). When 5 or more students are meeting with a company, it is considered an “event.” Coffee chats/office hours that are 1:1 are not counted against the quarterly event total. Through the CMC, an employer can book a maximum of four breakout rooms over two days per student body class per quarter.

To avoid industry conflicts and maximize student attendance, all employer event dates must be approved by the CMC. Organizations may host, sponsor, or organize events off campus, being mindful of students’ academic commitments as the first priority, and other companies’ previously scheduled events. All events (both on and off campus) must be entered into CareerHub.
On-Campus Interviews
Reserving bid interview spots for full time On-Campus Interviews is not required. For internship On-Campus Interviews only, organizations must leave at least 10% of the interview slots open to student bidders. Changing an interview schedule after it turns final is a violation of policy.

Off-Campus Interviews
Organizations hosting interviews off campus must offer two date options (this includes second/final round interviews). Students may not miss class or any academic commitments for interviews, employer events, or related travel. Organizations are not permitted to require or pressure students to miss any academic commitments. Hosting an event or interview during exams or 24 hours prior is a violation of policy. Check with your RRM for the most up-to-date class schedule as well as the academic calendar.

Time for Offer Consideration
Offers to second-year students can be made at any time. The offer must be open in its entirety until January 12, 2018 or at least three weeks after the student receives the written offer, whichever date is later. Second-year students who were summer interns or have a prior employment relationship with an organization must be given until December 8, 2017, or three weeks after the student receives the written offer, whichever is later, to consider an offer.

Offers to first-year students can be made at any time after the AAP. The offer must be open in its entirety until February 23, 2018 or at least two weeks after the student receives the written offer, whichever is later.

Longer time frames for considering an offer are acceptable. Extreme informal pressure to accept an offer is considered a violation of these policies.

Incentives, Start Dates, and Changes in Offer Terms
A job offer containing incentives such as base signing bonus, cash bonuses, performance bonuses, and tuition reimbursement must remain open in its entirety until the offer consideration deadline. Changes in offer terms including start date, job location, job function, and base salary are considered violations of the recruiting policies. Any student who did not request a late start date and is issued a start date on or after December 31, 2018 will not be subject to the renege consequences outlined in
the Student Recruiting Conduct Policies and Guidelines. If your organization intends to delay start dates or change offer terms, please contact your RRM immediately.

If a second year student with an offer requests a different office location or materially different job function at the same company (ie: role change and/or drastically different responsibilities) and the company accommodates this request, this is considered a rebound offer; defined as when the original offer is for one office/location/role/function, but a secondary offer is made for an alternate office/location/role/function. Any company making a rebound offer must allow the student 3 weeks from the written (rebound) offer date to consider that offer, but as long as the company leaves the original offer on the table until at least December 8, 2017, or the published offer consideration deadline, the firm is not in violation of the GSB’s offer policy.

**Rescinding of Offer**
Withdrawing a verbal or written offer after it has been extended is a violation of the GSB Policy. If your organization is considering rescinding an offer, contact your RRM immediately.

**Spirit of the Law**
The intent of these policies is to: 1. Create a situation in which students are able to make educated, rational choices and 2. Create a fair playing field among employers. These policies are for the benefit of all parties involved. Employers are expected to follow the letter and the spirit of the law. The CMC reserves the right to review specific situations and enforce consequences or allow exceptions.

**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 to be provided to anyone who is not closely affiliated with the GSB. Recruiting organizations that use such information are in violation of the policies. For information approved by students for distribution, please access the Resume Database in CareerHub.
Non-Discrimination
The GSB 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, citizenship status, military service, or disability.

Consequences for Recruiting Violations
Violations of the Recruiter Conduct Policies will be reviewed by the Career Management Center (CMC) management team on a case-by-case basis. Consequences may include any combination of the following:

1. Letter to the organization’s senior management.
2. Organization’s name and violation communicated to students on the GSB intranet.
3. Not being scheduled in the first week of interviews or your preferred dates.
4. Not being permitted to access the GSB Resume Database or post to the GSB Job Board.
5. Not being permitted to recruit at Stanford GSB.

Student Recruiting Conduct Policies
Stanford GSB students are held to high professional standards. We require that all students using CMC services agree to uphold the GSB Student Recruiting Conduct Policies. Policies address a variety of issues including: late cancellations, interview “no shows,” and reneging on a job offer. Please report student violations to your RRM immediately.

*Stanford Graduate School of Business considers committed admits as students and are therefore protected by these policies.*

- I acknowledge I have received the Recruiter Conduct Policies and agree to these terms.