

Career Management Center Recruiter Conduct Policies, 2015–2016

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 within all GSB policies consult your [Recruiting Relationship Manager](#) (RRM).

Pre-matriculation Events and the Academic Adjustment Period (AAP)

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 experience, activity during the first six weeks of the school year is reduced. The AAP began March 1, 2015 and ends October 31, 2015. Recruiting organizations cannot have any contact or communication with first-year students during the AAP; this includes email, mailbox stuffing, or marketing materials. The only exception is that organizations may communicate with their former employees.

Academic Commitments

The GSB is an academic institution. Students' first priority is class and academic requirements. Students may not miss class or any academic commitments for interviews, training, employer events or related travel. Organizations are not permitted to require or pressure students to miss any academic commitments. The official last day of finals is **June 8, 2016** 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. 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 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 the personal gain of individuals nor for outside parties' uses which 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. Student Clubs cannot be used to gain entry to University facilities at the request of an off-campus sponsor. Any recruiting organization interested in hosting an event on the GSB's campus must be reviewed and approved by the 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 by 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 28, 2015**. Employer events for **first-year students** may start on **November 2, 2015**. Communication and marketing for second-year students can occur at any time. Communication and marketing for **first-year students** can start on **November 2, 2015**.

The CMC sponsors the [Full Time Company Networking Night](#) (for MBA2s and MSx Fellows), [MBA1 Company Networking Night](#), Fewer Than 300 Event, Office Hours, and Coffee Chats; a student club must sponsor any [other on-campus event](#). Student clubs are not required to sponsor an event. Events occurring on campus are limited to 60 minutes, events off-campus are limited to 120 minutes. To avoid industry conflicts and maximize student attendance, all employer event dates must be approved by the CMC. Organizations may host, sponsor, or organize unlimited events off campus. On-campus Office Hours and Coffee Chats are organized by the CMC and can be requested through the CMC's [Recruiter Dashboard](#). An employer can book a maximum of four rooms over two days, per student body class, per quarter.

On-Campus Interviews

For internship On-Campus Interviews only, organizations must allow at least 30% of the interview slots to be open to student bidders. For full time On-Campus Interviews, schedules can be 100% closed list. Leaving interview spots open to bidders for full time On-Campus Interviews is not required. Changing an interview schedule after it turns final is a violation

of policy. For companies conducting first round interviews in week one of OCR, second/final round interviews must be held in week two of OCR, or later.

Off-Campus Interviews

Organizations hosting interviews off campus must offer two date options. 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 8, 2016** 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 4, 2015**, 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 19, 2016** 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, 2016** 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 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 4, 2015**, 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 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 purchase the [Resume Database](#).

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's (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 purchase 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 renegeing 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.*