



## Rotman School of Management Recruiting Policy

### Campus Recruitment Rules & Timelines

#### Fair Access to our Talent

Rotman has developed recruiting guidelines and policies which will provide both our students and employers with a level playing field. These policies provide the foundation for a fair and ethical recruiting process. This policy also allows dedicated time to focus on Fall graduate recruitment activities which supports the investment and long-term goals of all campus partners. Employers, both on-campus and off-campus, who do not comply with these policies may impact their organization's reputation and future eligibility to recruit at Rotman. Students have also signed a Code of Conduct to adhere to standards of professional conduct. These guidelines and policies apply to both internship and full-time recruiting.

#### Resume Books

First Year Resume Books are available to all employers as of **October 31, 2016**.

Second Year Resume Books are available to all employers as of **July 15, 2016**.

#### Job Postings

Employers can post jobs directly through the Rotman Recruitment Portal which will be actioned by the Career Centre within 2 business days unless otherwise marked "urgent".

Timelines: Employers will receive launch dates for job postings and the first day for on-campus interviews for both internships and full-time recruiting which will be available to employers in the spring.

Employers may review resume books and job applications by logging into the Rotman Portal before and after the posting expires. \*Please see [www.rotman.utoronto.ca/recruit](http://www.rotman.utoronto.ca/recruit) for registration and Rotman Portal instructions or contact your Relationship Manager for assistance.

#### Interviews

Employers may identify shortlists directly on the Rotman Portal or via email to your dedicated Relationship Manager and we will coordinate the interview schedules through the Career Centre on the employer's behalf. We highly encourage employers to come on campus to conduct interviews to minimize missed class time or academic conflicts. Employers may **not** host an event or interview during exam week, 24-hours



prior to an exam or during academic black-out periods/dates. Moreover, employers may **not** require a student, as a condition of his or her employment candidacy, to interview at a time that conflicts with his or her individual academic schedule.

To avoid class conflicts, the Career Centre recommends that all first-year interviews outside of the designated recruiting period take place on Wednesdays. Alternatively, employers are encouraged to contact the Career Centre and we can help identify optimal interview dates that work for the firm and students.

Refer to **Appendix 1** to review important dates and recruitment timelines before booking recruitment activity. Both internship and graduate timelines are outlined.

### Candidate Shortlists

The Career Centre requires a minimum of 5 business days prior to the interview date to coordinate the interview schedule. This allows time for students to confirm interview slots as well as minimizes interview schedule conflicts.

There are 2 options to share a shortlist:

1. Download the interview template under "Hiring Manager Forms and Templates" on our website [www.rotman.utoronto.ca/recruit](http://www.rotman.utoronto.ca/recruit) and email your Relationship Manager or
2. Notify the career centre instantly with the interview shortlist through the Rotman Portal

For convenience, employers can view the finalized interview schedule online through the [Rotman Portal](#) 24 hours before the on campus interview.

### Offer Guidelines

A written offer should be provided to students within a maximum of **10 business days** after a verbal offer has been extended.

It is recommended that written offers include a minimum of the following information:

- Company name
- Location
- Job title
- Assigned department
- Requested start date
- Reporting manager or supervisor if known
- Salary
- Other important benefits or expectations of the offer



## Compensation

For salary benchmarks of internships and full-time positions, please see the most recent [Employment Report](#) and consult with your Relationship Manager for additional details.

## Employer Recruiting Violations/Non-compliance

Employers who do not adhere to the Rotman recruiting policies may face any of the following consequences:

- Letter to the organization's senior management
- Organization's name and violations communicated to students on the Rotman Portal
- Not being scheduled in the first week of interviews, or preferred dates
- Not getting access to the Rotman Resume Book
- Not being permitted to recruit at Rotman

## Student Recruiting Conduct Policies

Rotman students are held to a Code of Conduct which align with the highest of professionals standards such as: late cancellations, interview “no shows” and renegeing on a job offer. We hope issues do not arise, but if they do, please report student violations to your Relationship Manager immediately.

## Internship Guidelines

### First Year Academic Transition/Onboarding Period

Rotman recognizes that full-time MBA students have made a personal, career and financial investment to pursue their MBA studies on a full-time basis. On average, students have been out of school for 4.5 years. With that in mind, we are establishing an Academic Adjustment Period (AAP) to provide first year MBA students with the full opportunity to adjust to the MBA program successfully. This academic focus period will take place during the Foundations Term which runs September 6 – October 7. All other extra-curricular activities can begin **after** this transition period.

The full-time MBA program has been enhanced to offer students and employers more flexibility to participate in internships year-round (summer, fall or winter) referred to as FIP (Flexible Internship Program). Internships are a required program component for the full-time MBA. It is combined with a course in which students will earn an academic credit and incorporates deep reflection of their internship performance and an opportunity to apply elements of core MBA classes. To learn more about our internship options and recruiting timelines for each work term, please see **Appendix 1 and 2**.



### First-Year (Internship) Recruiting Events Policies and Timelines

First-year company multi-firm, and/or club hosted educational events may begin as of **October 11, 2016** (after Foundations exams).

First-year company-specific recruiting events may begin as of **November 1, 2016**. First-Year Resume Books are available to all employers as of **October 31, 2016**.

### First Year (Internship) On-Campus Interview Timeline

No interviewing of first-year students may occur prior to designated interviewing start date for each internship cycle, (e.g. May work term = January 9, 2017) without prior approval from the Career Centre; this restriction includes both on-campus and off-campus interviews.

### Extending an Internship Job Offer

Employers should extend job offers directly to students. They can be extended at any time. Please notify your Relationship Manager of all graduate and internship placements so that the Career Centre can update our records and reporting. This also allows us to update student academic records for the Flexible Internship Program course and to track placements for employers interested and eligible for the tax credit. For more information on tax receipts please refer to our website [www.rotman.utoronto.ca/recruit](http://www.rotman.utoronto.ca/recruit).

### Internship Offer/Accept Deadline

In order to allow students enough time to fully participate in the on-campus recruitment period, we require a minimum of 5 business days or after Rotman's designated offer sign-back date, whichever is later. Students may accept an offer before the designated offer sign-back dates, however they cannot be required to respond earlier. See **Appendix 1 and 2** for offer sign-back dates by summer, fall and winter terms.

Extending an "exploding offer" is defined as providing an unreasonably short deadline for a decision. This puts pressure on students which can lead to premature decisions that are not always in the best interests of the employer or the students.

### Internship Offer Acceptance

The Career Centre will track and record all FIP (Flexible Internship Program) placements, in order to update student academic credit completion. This is a requirement to graduate in the full-time MBA program.



Employers are required to provide the following to the Career Centre upon placement of an intern:

1. Confirmation when an offer is accepted with offer details and/or a copy of the offer letter
2. Submit a mid-point update on the students' job performance
3. Sign the FIP evaluation form at the end of their work term. Alternatively, provide a copy of the company's completed student evaluation form
4. Requests for certification letters for co-op tax credit purposes should be submitted at least 2 weeks in advance of the work term end date

## Full-Time Guidelines

### Second-Year (Full-Time) On-Campus Interview Timeline

Second-Year Resume Books are available to all employers as of **July 15, 2016**.

Full-Time on-campus interviewing begins **September, 19, 2016**. Interviews will continue throughout the academic year and must not conflict with class or academic commitments.

### Full-time Offer/Accept Deadline

We require a minimum of 5 business days or after **the designated Rotman sign-back date** for students to respond to offers of full-time employment, whichever is later. Students may accept an offer before the designated Rotman sign back date, however they cannot be required to respond earlier. See **Appendix 3** offer sign-back dates for graduate recruitment.

Extending an "exploding offer", is defined as providing an unreasonably short deadline for a decision. This puts pressure on students which can lead to premature decisions that are not always in the best interests of the employer or the student.

### Full-Time Offer Acceptance

The Career Centre records all full-time placements and provides an employment report for rankings and employer benchmarking. This report is produced annually and available for reference.



## Appendix 1: MBA Internship Recruitment Dates 2016-2017\*

Audience: Class of 2017

	Sept-Dec 2016 2 <sup>nd</sup> Work Term	Jan-April 2017 3 <sup>rd</sup> Work Term
<b>MBA Graduating Class</b>	Class of 2017	Class of 2017
<b>Job Postings Begin</b>	May 1 2016	September 19 2016
<b>Job Posting Deadline</b>	August 30 2016	December 2 2016
<b>Interview Period</b>	May to Early June	October 3-23 2016
<b>Offer Period</b>	Early to Mid-June	Late October
<b>Offer Sign-Back Date</b>	June 3 2016	October 23 2016
<b>Work Begins</b>	September 11 2016	January 2 or 8 2017
<b>Confirm FIP Placements</b>	August 29 2016	December 5 2016
<b>Evaluation Forms Completed and signed by Manager</b>	December 5 2016	April 10 2017
<b>Academic Blackout Periods</b>	Classes September 12-16 2016  Exams December 5 to December 16 2016	Exams April 17 to April 28 2017

- \* Note: Flexible Internship Program Launch Year includes Fall and Winter terms only.
- Dates may be subject to change  
\*\*\* Students may request time off to participate in graduate on-campus recruitment activities which begin September 6, 2016.



## Appendix 2: MBA Internship Recruitment Dates 2017-2018

Audience: Class of 2018

	May-Aug 2017 1 <sup>st</sup> Work Term	Sept-Dec 2017 2 <sup>nd</sup> Work Term	Jan-April 2018 3 <sup>rd</sup> Work Term
<b>MBA Graduating Class</b>	Class of 2018	Class of 2018	Class of 2018
<b>Job Postings Begin</b>	November 1 2016	May 1 2017	September 19 2017
<b>Job Posting Deadline</b>	April 30 2016	August 30 2017	December 2 2017
<b>Interview Period</b>	January 9 2017	May to Early June	October 2-13 2017
<b>Offer Period</b>	On or after January 9 2017	Early to Mid-June	Late October 2017
<b>Offer Sign-Back Date</b>	January 20 2017	June 2 2017	October 23 2017
<b>Work Begins</b>	May 1 2017	September 2017	January 2017
<b>Confirm FIP Placements</b>	April 30 2017	August 30 2017	December 4 2017
<b>Evaluation Forms Completed and signed by Manager</b>	August 15 2017	December 4 2017	April 9 2018
<b>Academic Blackout Periods</b>	Academic Foundations September 6 to October 7 2016  Mid-Term Exams November 7, 9, 14, 16  Exams December 12 to December 16 2016  March 13 to March 17 2017  Capstone Exams April 24 to April 28 2017	Exams TBC	Exams TBC

- Dates may be subject to change. Mid-Term exams and deliverables subject to change.
- Students may request time off to participate in on-campus recruitment activities.
- Please refer to [www.rotman.utoronto.ca/recruit](http://www.rotman.utoronto.ca/recruit) to find instructions including online Rotman Portal registration, recruiter/hiring manager forms, tools, detailed event calendar and templates.



## Appendix 3: MBA Graduate Recruitment Dates 2016-2017

Audience: Class of 2017 (Applies to Graduate Recruitment)

Details	Key Dates	Important Notes
MBA Graduating Class	Class of 2017	Class Size 300+
Resume Book Published	July 15 2016	*View and download through Rotman Portal
Job Postings Begin	July 18 2016	*Rotman Portal (online) submissions posted within 2 business days
On Campus Recruitment Week (no classes)	September 6-9 2016	*Dedicated Information Session Week
Interviews Begin	September 19 2016	*Interview schedule support available *please submit shortlists 5 days prior to interview day
Earliest Offer Sign Back Date	September 30 2016	*Students can sign back earlier if they wish
Academic Black Out Periods	Classes September 12-16 2016  Exams December 5 to December 16 2016  Exams January 2 to January 13 2017 (winter intensive) April 17 to April 28 2017	*no recruitment activity permitted during academic blackout periods

- Dates may be subject to change.
- Students may request time off to participate in graduate on-campus recruitment activities which begin September 6, 2016.
- Please refer to [www.rotman.utoronto.ca/recruit](http://www.rotman.utoronto.ca/recruit) to find instructions including Rotman Portal registration, recruiter/hiring manager forms, tools, detailed event calendar and templates.