

Graduate and Internship Recruiting Guidelines & Policies For Employers

We are excited to partner with you to achieve our shared goal: hiring Rotman talent into your organization. This document outlines our school's guidelines for both internship and graduate recruitment, as well as best practices to help you plan your investment in recruiting talent from Rotman.

To best serve your recruitment needs, we have a dedicated team of Industry Advisors to support your recruitment at Rotman. Your main contact will be through your Industry Advisor. You can [identify your contact here](#).

Posting a Job

Employers post job and paid internships directly through their dedicated Industry Advisor.

Resume Books

Employers with active job postings may review resume books and job applications by logging into the Rotman Portal before and after the posting expires. Customized resume books are available by request through your Industry Advisor.

Interviews

Interviews may be virtual or in-person pending current campus policies. Employers may submit 1st round shortlists directly to their assigned Industry Advisor for our team to arrange candidate scheduling on your behalf. When on-campus recruitment is possible, we have facilities to accommodate your interview needs and highly encourage employers to interview students on campus to minimize missed class time or academic conflicts.

Hosting Recruiting Events/Information Sessions

Our Career Services team can help you design the right campus recruitment strategy to achieve your hiring goals. Engage with Rotman to enhance your corporate presence and build relationships with our students before making important hiring decisions. For specific questions and for guidance on selecting the optimal timing of your session, please contact your Industry Advisor or career.services@rotman.utoronto.ca.

Blackout Dates

Employers may not host an event or interview during exam weeks, 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, employers are encouraged to contact Career Services and we can help identify optimal interview dates that work for your firm and students. Please also refer to our [Recruitment Key Dates Calendar](#) to review important dates and recruitment timelines before booking.

Candidate Shortlists

Career Services requires a minimum of **4 business days** prior to the interview date to coordinate the interview schedule. This allows time for students to confirm interview slots as well as minimize interview schedule conflicts.

Offer Guidelines

A written offer should be provided to students within a maximum of **10 business days** after a verbal offer has been extended. Rotman asks that once a written offer has been extended the candidate be left open for 5 business days before requiring a signature. Students may choose to accept an offer before the designated sign-back date.

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

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

Student Recruiting Conduct Policies

Rotman students are held to a Code of Conduct which align with the highest of professional 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 Industry Advisor immediately.

Internship Recruitment - Important Information**[Full Time MBA Only]****The Flexible Internship Program**

All Full Time MBA students must complete an internship as a requirement to graduate from the MBA program, and can do so in the summer, fall or winter term. Career Services tracks and records all Flexible Internship Program (FIP) placements to ensure graduation requirements are being met.

Employers are required to provide the following to Career Services upon placement of an intern or during the internship:

1. Confirmation when an offer is accepted with offer details (including Hiring Manager contact information)
2. Submit an interim evaluation of the students’ job performance (optional)
3. Submit the Final Evaluation form at the end of their work term. Alternatively, provide a copy of the company’s completed student evaluation form.

Employers in Ontario may be eligible for financial support through the Ontario Co-operative Education Tax Credit, resulting in a refundable tax credit equal to 25-30% of eligible expenditures (i.e., up to \$3,000 for each qualifying work placement). If your organization is eligible to receive an Ontario Employer Tax Credit, the Rotman Career Services will provide you with the certification letter within 6 weeks of the internship completion.

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 support our first year MBA cohort to successfully transition and adjust to the MBA program. **This academic focus period will take place during Term 1 from Program Kick-off in August, through to the end of October.**

No recruiting activities are to take place during this time. Companies may engage with 1st year talent through our student clubs, case competitions and other activities, however all official recruitment activities will kick-off on or after, November 1.

**Job postings can be visible ahead of this time, for more information, please refer to the [Recruitment Calendar](#) for key dates on recruitment activities.*

Compensation and Duration

Qualifying Internships must be full-time for 10-16 weeks and paid. Unpaid internships are subject to approval. Some employers have their own pre-determined salary levels for internship students. We record our [salary statistics annually](#), and new employers may choose to refer to these salary ranges to help determine the rate they are willing to pay prospective student hires.

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Internship Job Offers & Acceptances

Employers should extend job offers directly to students. Upon completion of the internship, employers may extend a part-time offer if they wish. However, part-time offers must meet the work permit guidelines. Offers can be extended at any time following final interviews. We ask that offers be left open for **5 business days**. Students may accept an offer before the designated sign-back dates. 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.

Please notify your Industry Advisor of all graduate and internship placements so that Career Services 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](#).

Graduate Recruitment - Important Information

Graduate or Full-Time campus interviewing begins in September. Interviews will continue throughout the academic year and must not conflict with class or academic commitments. Interviews for graduate recruitment that are proposed for the summer period before students return to school for their 2nd year should take place off-campus at the host employer’s office.

Graduate Offers & Acceptances

Employers should extend job offers directly to students. They can be extended at any time following final interviews or at any time during the course of an internship, in the case of conversions. Rotman requests that offers be left open for 5 business days, except in the cases of internship

conversions. Students may accept an offer on or before the designated sign-back date. Extending an “exploding offer” is defined as providing an unreasonably short deadline for a decision. This puts pressure on offerees which can lead to premature decisions that are not always in the best interests of the employer or your new hire.

Please notify your Industry Advisor of all graduate placements so that Career Services can update our records and reporting.

Career Services records all full-time placements and provides an employment report for rankings and employer benchmarking. This report is produced annually and available for reference. For the most recent Employment Report, please [click here](#)

To learn more about key dates, and recruiting timelines for Graduate Recruitment, please refer to the [recruitment calendar](#).

We thank you for your interest in hiring from Rotman and look forward to partnering with you.

Rotman Career Services

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