

## **Kellogg School of Management Recruiting Policies 2017-18**

Kellogg's recruiting policies were developed in the best interests of our students, faculty and corporate partners. The recruiting experience is enhanced by adherence to these policies. They apply to any organization recruiting a Kellogg student. Organizations will be held accountable for the actions of their representatives; therefore we recommend that these policies be communicated to recruiters, interviewers and hiring managers.

The intention of these policies is to create an environment where students are able to make educated, purposeful decisions and create an equitable recruiting landscape for all employers. Failure to abide by these policies may necessitate sanctions\* for the violating company.

*\*Sanctions may include: inclusion on a list of non-compliant companies (located on the student website), implications for event/interview scheduling or restricted access to students.*

### **Academic Commitments**

The CMC's priority is to support the academic mission of the school. Our students' first priority is class and academic requirements. We expect employers to support Kellogg's academic mission by providing reasonable alternatives for engagements when there is a class or assignment conflict.

### **Availability of Students (2017-18)**

#### **Summer Internships**

- First year students will be available to begin their internships on or after June 18, 2018. Classes and final exams are scheduled in accordance with Kellogg's [Academic Calendar](#).

#### **Full Time Employment**

- Second year students will be available to begin work on or after June 22, 2017. Classes, final exams and convocation are scheduled in accordance with Kellogg's [Academic Calendar](#).
- Students in the Evening & Weekend, or Executive MBA (EMBA) programs may be available to start work prior to graduation.

### **Decision Deadline Dates (2017-18)**

#### **Internship Decision Deadline**

- An internship offer must remain open and fundamentally unchanged until March 2, 2018, or one week, whichever is later.\*\* Students may accept an offer before March 2 if they so desire; however, they cannot be obligated to respond sooner.

#### **Full Time Decision Deadline**

- If the full time offer is from the student's summer intern employer, the offer must remain open and fundamentally unchanged until December 1, 2017, or one week, whichever is later.\*\* Students may accept an offer before December 1, if they so desire; however, they cannot be obligated to respond sooner.
- For all other situations, the offer must remain open and fundamentally unchanged until January 12, 2018, or one week, whichever is later.\*\* Students may accept an offer before January 12 if they so desire; however, they cannot be obligated to respond sooner.

\*\*Change in bonus incentives is acceptable.

## Student Eligibility for On-Campus Recruiting

On-campus recruiting is available for full-time or CMC-eligible Evening & Weekend Kellogg students. Student populations that are not eligible for our services, and thus cannot interview in our building or participate in CMC scheduled events, include:

- non-CMC eligible Kellogg students (Evening & Weekend students who have not opted in to the process, executive MBA student, PhD students);
- Kellogg alumni;
- Northwestern undergraduates or students in other Northwestern graduate programs;
- Students from other universities.

These non-eligible candidates may reach out to you and you are free to interview them outside of the Kellogg on-campus recruitment process. Please contact your [Employer Relations Team Member](#) if you would like to discuss the recruiting channels available for the broader Kellogg and Northwestern University student population

## Pre-Recruiting Events

When planning interview related events, please consider students' academic calendars and recruiting commitments. We ask that these types of events be held in Evanston to allow students the flexibility to attend your event and prepare for their interviews while balancing their academic commitments. Students routinely are asked to balance events and company touch points in the evenings leading up to an on campus interview date and planning an event with a flexible start and end time will allow students to manage their academic and recruiting schedules.

## Interviews

- In an effort to help ensure that all students are evaluated equally, please work with our office to provide the same interview experience for all candidates on your schedule (i.e. All on-campus interviews should be conducted in a similar format, which each candidate given the same interview duration – travel to and from Evanston should be planned accordingly).
- When scheduling 2nd round interviews, employers must offer at least two date options so that students may plan around their academic schedule. Please note that Wednesdays are the only non-class day at Kellogg.

## Sanctions for Policy Infractions: Employer Non-compliance List

Violations of Kellogg's recruiting policies will be evaluated on a case by case basis. In addition to the policies above, Kellogg considers the following to be infractions of our recruiting policies:

- An offer (verbal or written) which is rescinded or withdrawn prior to the student accepting or declining
- An offer decision deadline which is not in compliance with Kellogg's Decision Deadline Dates (see above). This also prohibits the use of "exploding offers".
- A delayed start date (date pushed back from original agreed upon date)
- A significant change to an agreed upon offer, such as salary, location or duration of an internship
- Internship recruiting events held prior to the start of the on-campus recruiting period (see [Recruiting calendar](#))

### **Sanctions for Policy Infractions: Employer Non-compliance List (cont.)**

Kellogg encourages our students to report non-compliance of recruiting policies to the CMC. Kellogg CMC staff will then investigate the matter and communicate directly with the employer. In the case that a matter is not resolved, any of the following corrective actions may be taken:

- Communication from the school to the senior management of the company informing them of the policy infraction.
- Restriction of the company's access to students which may include: panel/industry discussions, corporate presentations, club events, or other recruiting activities.
- Exclusion of the company from on-campus recruiting activities.
- Inclusion on student facing Employer Policy Non-compliance list.

Just as we expect our employers to adhere to stated policies, we have also established a Recruiting Code of Conduct for our students. If you feel that students are behaving in an unprofessional manner, please reach out to your contact on our team.

If you have any questions about these policies, how they pertain to your organization, or recruiting at Kellogg in general, please do not hesitate to reach out to your [Employer Relations Team Member](#) - we would be happy to assist you.