

2018-2019  
Academic Year

# Full-Time MBA Recruiting Guidelines & Information For Employers

FULL-TIME MBA CAREER CENTRE  
GRADUATE AND INTERNSHIP RECRUITING INFORMATION

ROTMAN SCHOOL OF MANAGEMENT, UNIVERSITY OF TORONTO



## Rotman School of Management Full-Time MBA Recruiting Guidelines and Information

### Introduction

We are eager to partner with you to achieve our shared goal: finding the ideal new addition(s) to your organization. This document serves to outline our school's guidelines for both internship and graduate recruitment, as well as best practices to help you plan your investment in recruiting talent at Rotman.

### Working with the Career Centre - Important Information

#### Posting a Job

Employers will receive launch dates for job postings and the first day for on-campus interviews for both internships and full-time recruiting in late spring, before the next recruiting cycle, and once the academic calendar is confirmed through our Registrar's office.

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". Employers may alternatively work with their Relationship Manager to post a role.

#### Resume Books

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 for both posting jobs and resume books. You may also contact your Relationship Manager for assistance.



## Hosting Recruiting/Information Sessions

Our Career Centre 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. One method is through hosting a recruiting/information Session.

Host an information session to introduce students to your firm's culture and career paths for MBAs, and connect with your recruiters.

Rotman offers a range of venues suitable for large or small events. AV, video conferencing, and event catering options are also available to suit your needs.

Booking for these sessions start in the late Spring for the following recruitment cycle and requests are received on an on-going basis. For specific questions and for guidance on selecting the optimal timing of your session, please contact your Relationship Manager or [mbacareers@rotman.utoronto.ca](mailto:mbacareers@rotman.utoronto.ca)

## 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, 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 the **Appendix** to review important dates and recruitment timelines before booking recruitment activity.



## Candidate Shortlists

The Career Centre 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 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. Rotman asks that once a written offer has been extended to 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

## 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.

## 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 Relationship Manager immediately.



## Internship Recruitment – Important Information

### 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 Term 1 which runs from Program Kick-off in August, through to and including October 26th.**

No recruiting activities are to take place during this time. Companies may engage with 1<sup>st</sup> year talent through our student clubs, case competitions and other activities, however all official recruitment activity will kick-off on or after, November 1<sup>st</sup>. *\*Job postings can be visible ahead of this time, for more information, please refer to the **Appendix 2** for key dates on recruitment activities.*

### Internship Job Offers & Acceptances

Employers should extend job offers directly to students. They 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. 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).

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.



## The Flexible Internship Program

All FT 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. The Career Centre tracks and records all FIP (Flexible Internship Program) placements, to ensure graduation requirements are being met.

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

1. *Confirmation when an offer is accepted with offer details and/or a copy of the offer letter (including Hiring Manager contact information)*
2. *Submit a mid-point evaluation on the students' job performance (optional)*
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*



## Graduate Recruitment – Important Information

Graduate or Full-Time on-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 2<sup>nd</sup> 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. Please notify your Relationship Manager of all graduate placements so that the Career Centre can update our records and reporting.

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.

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. 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 **Appendix 1**.

## Appendix 1: MBA Graduate Recruitment Key Dates & Information 2018 - 2019

Audience: Class of 2019

Category	Description	Date
<b>Student Club Activity</b>	Organizations can work with the Career Centre and Industry focused clubs to be on-campus year-round, including case competitions.	<b>Starting September 2018</b>
<b>Graduate Resume Book "Early" Release</b>	An early look at the graduate class' updated resumes for full-time graduate recruitment	<b>July 13th, 2018</b>
<b>Job Postings</b>	Organizations can post for graduate job postings through Rotman beginning in the summer before the graduating class returns to school. <b><u>Organizations can submit their job postings starting July 16th for August 1st viewing.</u></b>	<b>Go live August 1st, 2018</b>
<b>Information Sessions</b>	<i>Organizations can choose to host a company information session at Rotman starting in the Fall of the students' Graduating year. Hosting a company specific information session involves profiling your organization's internship opportunities with a job posting application following the date of the information session. *</i> <i>Organizations can choose to host information sessions off-site before this date, however it is recommended that they work with their Relationship Manager, to determine if that will be the best positioning for their on-campus recruitment strategy.</i>	<b>Starting September 4th, 2018</b>



<p><b>Academic Blackout Periods</b></p>	<p>Exam and academic obligation periods. Recruiting is not recommended during the dates outlined.</p>	<p><b>September 10th -14th, 2018 (First week of classes)</b>  <b>December 10th - 21st (Exams)</b>  <b>January 7th-18th (Intensives)</b>  <b>April 15th- 26th (Exams)</b></p>
<p><b>Interviews</b></p>	<p>Interviews for graduate positions can happen at any time after the completion of their 1st year.          * Internships are considered an interview period, offers can be extended at any time during the internship period. <u><i>*On- Campus interviews for Graduate positions can only take place in September of the graduating year. Interview dates before this time will have to take place off-campus at the host organization and be supported by the host organization.</i></u></p>	<p><b>*No date restrictions on Off-Campus interviews after students have completed their 1st year, with the <u>exception of September 10th to 14th (First week of classes).</u> If you want to hold On-Campus interviews, we recommend waiting until after the Academic Blackout period to start (September 17th onward).</b></p>
<p><b>Offers</b></p>	<p>Offers can be extended to students following final-round interviews or at any time during an internship. Rotman recommends a 5-day sign back period following the period where the written offer is issued to the candidate.          **For the month of December: In order to allow students time to consult with the Career Centre regarding the contents of their job offers <b>we recommend formal written offers are provide to students in advance of December 14, 2018.</b> The Career Centre is closed from December 21 to January 4 inclusive.</p>	<p>Following final round interviews. <b>*5-day sign back period</b></p>

*All dates are subject to change, including mid-Term exams and deliverables. Students from the Class of 2019 on **Fall & Winter internships** may request time off to participate in graduate on-campus recruitment activities which begin September 4th, 2018.*

## Appendix 2: MBA Internship Recruitment Dates 2018-2019

Audience: Class of 2020

Category	Description	Date
<b>Academic Adjustment Period (AAP)</b>	This is the period of academic adjustment for our 1st year class which spans from Program Kick-off to October. This period allows the student both academic and career preparation for the internship cycle and complete the requirements of the Pre-MBA program and Term 1. There is no active recruitment until after this period. <i>*Exceptions are postings in advance of November, and scholarship interviews</i>	<b>August - October 26th, 2018</b>
<b>Club Activity</b>	Organizations can work with the Career Centre and Industry focused clubs to be on-campus year-round, including case competitions.	<b>Starting September 2018</b>
<b>Mentorship &amp; Educational Programs</b>	Organizations that invest in mentorship and development programs as part of their intake process for interns.	<b>Kick-off after October 26th, 2018</b>
<b>Job Postings</b>	Organizations can work with the Career Centre to post at Rotman for all internship roles. Organizations can choose to post for summer period internships alone or target Fall and Winter work terms if they have confirmed needs for those work terms. <b>Submissions begin as of October 1st</b>	<b>Go Live October 16th, 2018</b>
<b>Resume Book Release (Class of 2020)</b>	Resumes and profiles of the incoming class.	<b>October 31st, 2018</b>



<b>Information Sessions</b>	Hosting a company specific information session profiling your organization's internship opportunities with a job posting application following the date of the information session.	<b>Starting November 1st, 2018</b>
<b>Interviews</b>	Interviews for internships can begin as early as November 1st. <i>*Exceptions whereby Organizations can interview ahead of this date: Global internship recruiting (US and Global operations), scholarship interviews.</i>	<b>Starting November 1st, 2018</b>
<b>Offers</b>	Offers can be extended to students following final-round interviews. Rotman recommends a 5-day sign back period following the written offer being issued to the candidate.	Following final round interviews. <b>*5-day sign back period</b>
<b>Academic Blackout Periods</b>	Exam and academic obligation periods. No recruiting is recommended during the dates outlined.	<b>August - October 26th, 2018 November 26th - 28th, 2018 December 10th - 18th, 2018 February 25th - March 8th, 2019 April 22nd to April 30th, 2019</b>
<b>Grades Release Date</b>	The period during which Term 1 grades are released by the school to the students, and they can include them in their employment applications. While students do receive an academic transcript for the Foundations Term, it is not the school's position that this should serve as an official grade. Organizations can request this information and any undergraduate transcripts from students, if they choose.	<b>January 8th, 2019</b>

*All dates are subject to change, including mid-Term exams and deliverables.*

*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 timelines and key dates.*