

## RECRUITING REQUIREMENTS

In order to be eligible for the [RecruitMcCombs](#) online recruiting system and/or McCombs-facilitated interviews, employers and opportunities offered must align with the following Recruiting Requirements:

### EMPLOYERS

- To help staff and students evaluate opportunities, all employers must be established with a professional website, and recruiters must use a professional/organization-related email address (e.g., no Gmail or Yahoo accounts).
- In-home positions at personal residences are prohibited for both internship and full-time opportunities.
- Employers without a physical office may be subject to additional vetting processes and agreements.
- Virtual internships are allowed if they align with company guidelines for all employees. Students should not incur any additional expenses as a result of working virtually and must be provided with the tools needed to complete their assignments (e.g., computer, software, etc.). Virtual internships may not meet the internship requirements for academic credit. Decisions regarding whether or not a student will be able to receive academic credit for an internship are made at the academic departmental level.
- The [RecruitMcCombs](#) recruiting system is not available to headhunters or third-party recruiting companies.

### COMPENSATION

- Positions must be salaried or hourly wage roles within organizations. Compensation must average hourly above Texas minimum wage.
- Full-time roles for new graduates that have a base salary in addition to some form of commission structure are appropriate as long as the positions offer the salary component for at least one year of employment.
- Internships that offer commission pay must have a base pay rate that averages hourly above Texas minimum wage.

### POSITION TYPE

- Roles must be professional in nature, requiring the possession or pursuit of a business degree.
- Fee-based programs are not permitted.
- Temporary (<1 year) roles are allowed for alumni applicants.
- See chart on Page 2 for additional details.

### WORK EXPERIENCES NOT ELIGIBLE

- Internships comprised entirely of door-to-door sales or working away from the supervisor with limited supervision and oversight
- Internships comprised entirely of training activities (e.g., time spent preparing for insurance and/or securities license exams)
- Positions requiring the collection of student information or the marketing/promotion of programs, products, services, events, etc. on the UT Austin campus
- Participation in a political campaign, political action committee (PAC), or lobbying effort

### TIMING OF START DATES

- McCombs-facilitated recruiting is designed to help students find internships or full-time positions that align with The University of Texas at Austin and McCombs School of Business [academic time frames](#) (see chart below for detail).

## RecruitMcCombs POSITION GUIDELINES

Position Type	Applicable Programs	Term of	Duration	Hours
<b>Full-time Positions</b>	BBA, MPA, MS Programs, MBA	Fall, Spring, or Summer	At least 1 year in length	Typically, 40+ hours per week
	Alumni		Contract, temporary, and permanent roles allowed	
<b>Full-time Internships:</b> <i>Austin or other locations</i>	BBA, MS Bridge,* MBA**	Summer only	At least 6 weeks in length <i>(the average full-time internship length is 10 weeks)</i>	Typically, 40 hours per week
	MPA	Fall, Spring, or Summer		
<b>Part-time Internships:</b> <i>Austin Metro Area</i>	BBA, MPA, MS Bridge, MBA	Fall, Spring, or Summer	At least 6 weeks in length	At least 10 hours per week <i>(hours should allow students to fulfill academic obligations as a priority)</i>
<b>Part-time Internships:</b> <i>Outside of Austin</i>	BBA, MS Bridge	Summer only	At least 6 weeks in length	At least 10 hours per week
	MPA	Fall, Spring, or Summer		

\*Students pursuing specialty master's degrees (MSBA, MSF, MSITM, and MSM) are only eligible for internships if they are enrolled in the Bridge program, for example, "MSBA – Bridge." Full-time students in these programs are not eligible for internships due to the length of the program.

\*\*Students in our Working Professional MBA programs are not eligible for internships due to the curriculum requirement to maintain full-time employment throughout those programs.

### NOTES AND DISCLAIMERS

- Acknowledgement of the [Texas McCombs Recruiting Guidelines](#) and [UT's Equal Employment Opportunity Policy](#) are required in order to participate in McCombs recruiting.
- Recruiting assistance and the use of the RecruitMcCombs system are services offered at the discretion of the McCombs School of Business to students and employers free of charge. The university reserves the right in its sole discretion to refuse access to employers at any time. Access to these services will not be allowed for employers that do not comply with our Recruiting Requirements detailed above or for job types that do not appear to support the interests of students or the university. Excessive postings, duplicate postings, and misleading postings are not allowed.
- Under federal and state law, UT Austin may not promote, advertise, or sponsor third-party programs that impose a preference or restriction based on race, ethnicity, gender, national origin, or any other protected trait. This prohibition includes not posting links to outside websites advertising programs or job opportunities intended to benefit or specifically hire applicants based on these characteristics. To ensure fairness and legal compliance, all opportunities posted must be open to all students, without regard for any protected bases.