

# Recruiting Policies

Argyros School Career Services enthusiastically supports the recruiting efforts of employers by creating a professional context for campus recruitment. Our goal is to assist you in hiring top talent for your organization by connecting recruiters and hiring managers with the outstanding students at the Argyros School of Business and Economics.

The policies outlined below reflect our commitment to create a recruitment process for employers and students that is both professional and equitable.

As a career services office, we abide by the [NACE Principles for Professional Practice](#). We request that all employers who recruit at our school adhere to the [Principles for Employment Professionals](#) set forth by NACE.

## Confidentiality

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By logging into Argyros Connect – our career management system – Argyros students have consented to offer information to our recruiting partners for the sole purpose of recruitment. This information should not be used for any other purposes.

## Scheduling Interviews

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### On-Campus Interview Schedules

Academics are a priority at the Argyros School. Our goal is that students do not miss class in order to attend an interview. Argyros School Career Services will work to make sure that all students selected for an interview are scheduled for your visit to campus. However, we ask that our recruiting partners remain flexible, and work with a student who may have an appropriate scheduling conflict.

Once a schedule has been published, please make every effort to adhere to the set schedule, as changes make for an overly complex process. In the event that you need to change your schedule at the last minute, we ask that you be flexible with our students and give them the option to reschedule the interview with you at a later date.

If you would like to schedule on-campus interviews, please contact our office to submit your request.

### Second Round Interview Schedules

We ask that recruiters make every attempt to provide students with sufficient notice of the timing of second round interviews. To avoid scheduling conflicts with student academic responsibilities, we recommend that you offer at least one alternate date for second-round or on-site interviews. Please be as flexible as possible when scheduling our students to accommodate their class schedule. If you would like to see the academic calendar, please contact our office.

## Offer Consideration and Acceptance

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Because of the importance that employers, students, and the Argyros School place on accepting an offer, we ask that firms provide sufficient time for a student to consider an offer.

We require that employers allow at least 10 business days for offer acceptance from the date the written offer is made.

### Negative Offer Terms and Actions

We do not allow our employers to provide undue pressure or unreasonable expectations around accepting offers. Negative offer terms include:

- Exploding offers
- Requiring students to respond to verbal (not written) offers
- Requiring students to respond to offers (whether real or hypothetical) on the spot
- Changes to offer terms (e.g. start date, pay, bonus)
- Rescinding an offer

### Communicating with Career Services

Argyros School Career Services requests that you notify our office when you select a student for a 2<sup>nd</sup> round interview or when a student accepts an offer of employment.

## Internships

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### Length of Summer Internships

To avoid academic conflicts, all summer internships must begin no earlier than the 4<sup>th</sup> Monday of May and end no later than the 4<sup>th</sup> Friday of August.

### Pay for Interns

Argyros School Career Services encourages employers to offer fair pay to students they employ for an internship. The [average internship wage](#) is \$16/hour for an undergraduate business student and \$23/hour for an MBA student. If you are only offering unpaid internships, we require that you carefully review and abide by the guidelines set forth in the [Fair Labor Standards Act](#).

## Non-discrimination & Harassment

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Argyros School Career Services fully supports and complies with Chapman University's commitment to providing an education and working environment free from unlawful discrimination. Any discrimination based upon an individual's race, color, religion, sexual orientation, gender, citizenship status, age, marital status, disability, or military/veteran status is strictly prohibited. See [Chapman University's Harassment and Discrimination Policy](#) for the full statement.