The MBA Career Services Center seeks to maintain and enhance the reputation of the Marshall School of Business School and University of Southern California with our corporate partners and the community at large.

The following guidelines were developed for this purpose.

1. Student will be well-prepared and appropriately dressed for every contact with an employer. This includes company information sessions, mock interviews, informational interviews, job interviews, and follow-up activities.

2. A student will give at least 2 business days’ notice before cancelling or changing an interview. In the event of a “No Show” for an interview, a student must meet with a career advisor within two business days of the missed interview to discuss drafting a letter of apology to the recruiter. On-Campus Recruiting privileges may be revoked at the discretion of the Director, MBA Career Services until appropriate follow up actions have occurred.

3. Academics come first. Students will avoid missing classes to interview, attend company information sessions, or participate in any event sponsored by the CRC and should coordinate with their professor(s) if any absences are unavoidable.

4. A student will always represent him/her self accurately to the employer with factual data about his/her academics, skills, and all other information.

5. Acceptance of an offer, whether verbal or in writing, is considered binding. It is never permissible to accept a job offer and later decline. This is considered a renege.

6. If an offer is reneged upon by the student, the CRC reserves the right to take appropriate action.

7. Once an offer has been accepted, either verbal or written, interviewing should cease.

8. Students will promptly report all offers and status (i.e. holding/pending, rejected, or accepted) in a timely manner and update their offer status appropriately.

9. Students who are employed while taking classes (e.g. PM) will honor their employer contracts for continuing education benefits.

10. Students reaching out to alumni contacts in any manner (i.e. LinkedIn) should be thoughtful and selective on which alumni to contact, and should be prepared with relevant questions for the alumni about their industry or functional expertise. Alumni should be contacted for advice and insight only. Do not ask alumni for job opportunities.

All full-time, part-time and executive MBA students enrolled in the Marshall School of Business are expected to comply with these policies as well as the rest of the policies detailed in the Marshall Code of Professional and Academic Integrity.