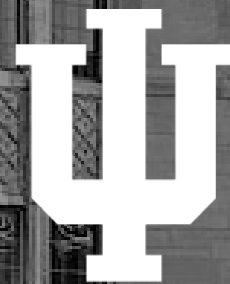


# HIRE *at* KELLEY

A recruiting guide for employers



**KELLEY**  
SCHOOL OF BUSINESS

PREBYS CAREER CENTER  
KELLEY UNDERGRADUATE CAREER SERVICES

GO FROM MOMENT TO MOMENTUM

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# MEET THE RECRUITING TEAM



[Susie Clarke](#)

Director



[Thao Nelson](#)

Senior Associate Director



[Julie Sylvester](#)

Associate Director



[Trisha Doyle](#)

Assistant Director



[Carleigh Hannon](#)

Assistant Director



[Jodie Tadlock](#)

Assistant Director



[Amanda Wrigley](#)

Recruiting Coordinator,  
Job Postings



[Lynette Weber](#)

Career Fairs, Events  
Support



**We strive to  
exceed your  
expectations**

# WHY KELLEY *is* RANKED #1 *by* EMPLOYERS

When you recruit at Kelley, you recruit talent with the experience, skills, and confidence to contribute to your company from day one.

## DID YOU KNOW?

Each year we coordinate:

- » Recruiting visits with over 300 companies
- » Nearly 8,500 on-campus interviews
- » Job listings posted by over 800 companies

THANKS TO OUR CAREER COACHES WHO PROVIDE MENTORSHIP AND OUR SIGNATURE COMPASS CAREER EDUCATION, KELLEY STUDENTS ARE PREPARED.

“We are here to help you find the best talent for your company’s needs. With our consultative approach, we get to know your team, your company, and your hiring needs so that we can be a strategic partner in helping you achieve your hiring goals.”

## ~ Our Employer Relations Team



“Conrad Prebys’ remarkable gift to IU and the Kelley School of Business, which made possible this splendid new center that bears his name, is testament to his strong belief in the value of a quality business education that gives students the skills they need to succeed and instills in them the values and principles that will guide them in their careers and in their lives.

*Michael McRobbie – President, Indiana University*



**GET STARTED  
TODAY BY  
REGISTERING ON  
[KELLEY CONNECT](#)**

# KELLEY *at a* GLANCE

**8,100** Undergraduates

**12** Majors

Accounting, Economic Consulting, Entrepreneurship and Corporate Innovation, Finance, Information Systems, Management, Marketing, Operations Management, Professional Sales, Public Policy Analysis, Real Estate, Supply Chain Management

**6** Co-Majors

Business Analytics, Digital and Social Business Applications, International Business, LEAD (Law, Ethics, and Decision-Making), Sustainable Business, Technology Management

**3** Signature Curricular Components

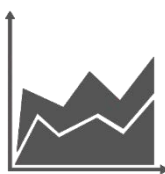
Kelley Compass, Global Foundations Core (G-Core), Integrative core (I-Core)

**59** Study Abroad Programs

**98%** Graduation Rate

**14** Centers & Institutes

A comprehensive list of Kelley's Centers & Institutes can be found on the Kelley School of Business's [website](#).



[The Center for Global Sales Leadership](#)



[Institute for Business Analytics](#)



[The Center for Education & Research in Retailing](#)



[The Supply Chain Alliance](#)

**#1**

Best Public Undergraduate Business Schools  
*Bloomberg Businessweek (2016)*

**#4**

Best Undergraduate Business Schools  
*Bloomberg Businessweek (2016)*

**#4**

Best Student Quality by Employers  
*Bloomberg Businessweek (2016)*

**#1**

Employment Among Public Universities  
*Poets & Quants' Best Undergraduate Business Programs (2017)*

## ABOUT *our* GRADS

*\*of students who report actively seeking employment or graduate school plans*

» **94%\*** Complete an internship

» **95%\*** Report employment or graduate school acceptance within 3 months of graduation

» **\$61,000** Average Undergraduate Salary

» **31** States, the District of Columbia, and 6 Countries Worldwide are locations our graduates of 2017 landed



# EMPLOYER BRANDING

*...on campus*

1. Build a complete, interactive profile in Kelley Connect

2. Reach out to students personally

3. Have a physical presence on campus

4. Send the right people to events

5. Host a job shadow

6. Make connections with Kelley

7. Build a Campus Ambassador Program

**7** *Ways to Brand at Kelley*

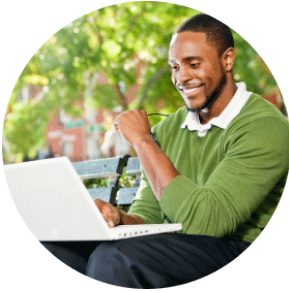


**KELLEY**

SCHOOL OF BUSINESS

GO FROM MOMENT TO MOMENTUM

# SUCCESSFUL RECRUITING *at* KELLEY



## 1. BUILD A COMPLETE, INTERACTIVE PROFILE IN KELLEY CONNECT

- Upload company logos and links to social media
- Include short videos about company, culture, people, community, etc.
- Make company contacts viewable to students
- Create thorough, catchy job descriptions and list benefits and locations



## 2. REACH OUT TO STUDENTS PERSONALLY

- Identify students through networking events or the resume book, and invite them personally to your events
- Respond to student emails
- Network with [Student Organizations](#)



## 3. HAVE A PHYSICAL PRESENCE ON CAMPUS

- Conduct on-campus interviews
- Attend networking nights or career fairs and bring approachable representatives
- Assign recent hires as your presenters to students



## 4. SEND THE RIGHT PEOPLE TO EVENTS

- Leverage recent alumni whenever possible
- Utilize dynamic, energetic, engaging, and approachable staff that can relate to students



## 5. HOST A JOB SHADOW

- Mark your calendars for the 1<sup>st</sup> week in January and the 3<sup>rd</sup> week in March
- Create an agenda with leadership and/or alumni panels, job previews, etc. because there is no better way of selling your company than opening your door to students



## 6. MAKE CONNECTIONS WITH KELLEY

- Engage with professors, career coaches, and the employer relations team, as they can be your best advocates
- Hold an information session with our career coaches
- Partner with us on student programming



## 7. BUILD A CAMPUS AMBASSADOR PROGRAM

- Let current students share your story while on campus
- Talk about the things that make your company unique
- Learn [how to set up a Campus Ambassador Program](#) from companies that are doing it right

**TO LEARN MORE ABOUT HOW TO BETTER BRAND YOUR COMPANY, CONTACT:**

Kelley Undergraduate  
Career Services  
[ucso@indiana.edu](mailto:ucso@indiana.edu)  
812-855-5317

  
**KELLEY**  
SCHOOL OF BUSINESS  
GO FROM MOMENT TO MOMENTUM

# ON-CAMPUS RECRUITING

CAN'T MAKE IT TO CAMPUS?  
CONSIDER VIRTUAL OPTIONS

## INFORMATION & GUIDELINES

- » On-Campus Recruiting (OCR) includes: on-campus interviews, career fairs, information sessions, and more.
- » Interviewing on campus (OCI) is free of charge!
- » Interviews are hosted in interview suites at the new Prebys Career Center during the fall and spring semesters. See [Interview Day Logistics](#) for more information about your visit.
- » Book early for interviews and events (peak season- September, October, January, and February).
- » Positions should be professional in nature, requiring the pursuit of an undergraduate degree.
- » Recruiters must agree to our [Recruiting Guidelines](#) & [NACE's EEO Policy](#).

To get started, reach out to the Employer Relations team and begin building your recruitment strategy!

## RECRUITING TIMELINE

**SEPTEMBER:** Includes many opportunities to build your brand at Kelley, e.g., Career Fairs, Networking Nights

**MARCH:** Spring Job Shadow programs take place over Spring Break

APRIL	AUGUST	SEPT - NOV	DECEMBER	JAN - MARCH	APRIL - JULY
Reservations open for Fall & Spring OCI	Students begin applying for Fall positions	Peak Fall Recruiting Season for both full-time and internships	Fall Recruiting Ends; Students begin applying for Spring positions	Peak Spring Recruiting Season	<i>Just-in-time</i> recruiting

**AUGUST:** Position descriptions should be attached to approved OCI schedules by mid-August

**JANUARY:** Winter Job Shadow Programs and the *All Business* Career Fair

## SCHEDULING GUIDELINES

- » **Hours of Operation:** During peak recruitment season, doors open at 7:30 a.m. and close at 5:00 p.m. Monday-Friday
- » **Interview Start Time:** 8:30 a.m. (ET).
- » **Interview End Time:** 5:00 p.m. (ET).
- » **Interview Length:** 30, 45, 60, or 90 minutes.

**TIP!** Don't forget to think about your travel arrangements when requesting schedules!



# INTERVIEW LOGISTICS

*YOU BOOKED AN ON-CAMPUS INTERVIEW, NOW WHAT?*

## INTERVIEW DAY

For additional information about travel to campus or special accommodations, please [click here](#) or [contact us](#).

### DRIVING

- From the Indianapolis Airport:
- » Take I-70 W
  - » Exit left onto South Ameriplex Parkway
  - » Turn right on IN-67 S/Kentucky Avenue
  - » Turn left on IN-39 S
  - » Merge onto IN-37 S
  - » Exit onto IN-45/46 E toward Bloomington
  - » Turn right onto Fee Lane

### PARKING

- » Information about parking, lodging options, and local dining can be found on our [website](#).

### CHECK-IN

- » Exit the parking garage through the double glass doors.
- » Take the stairs to Garage Level 4, or the elevator to B2.
- » Enter the Graduate and Executive Education building; you will be on the 2nd floor.
- » Continue past the elevators and cross the skywalk, entering Hodge Hall.
- » Turn left and continue down the hall.
- » Take the stairs (on your left) or elevator down to the 1st floor.
- » Head north and straight to Prebys Career Center

## EMPLOYER LOUNGE

**Our Employer Lounge is designed to make your visit as comfortable as possible. We provide:**

- » Light breakfast, snacks, and lunch service
- » Coffee, tea, soda, and filtered water
- » Charging station
- » Wireless internet



# MEET THE TALENT

**Our students are ready to meet you**, and we offer many opportunities for recruiters to connect with talented Kelley undergraduates. We have highlighted a few of our programs below. Please contact a member of our Employer Relations team to learn about the availability of additional branding opportunities.

## CAREER FAIRS

We offer four Career Fairs during the year.

Typical student attendance for each fair has been:

- » Finance/Accounting Fairs - 1000 per day
- » Consulting/IS/Supply Chain - 1000
- » Marketing/Management - 900
- » All Business (Spring Semester) - 900

## DID YOU KNOW?

Beyond career fairs and presentations, recruiters can connect with students focused on a specific business interest through Kelley's student organizations.

## JOB SHADOW PROGRAM

Our job shadow program provides freshman and sophomore students a chance to experience a day in the life of an employee at your company. The program occurs during Winter and Spring Breaks with companies participating at various locations nationwide. You can leverage this experience to improve your future talent pipeline. Talk to a member of our Employer Relations team today for more information about our Job Shadow program.

## INFORMATION SESSIONS

We host nearly 300 employer-led information sessions on campus each year. These include:

- » General Information Sessions: *Company presentation*
- » Pre-night Events: *Presentations held the night before an On-Campus Interview date*
- » Office Hours: *Informal Q&A regarding open positions*
- » Meet & Greets: *Informal time for students to network 1-on-1 with recruiters and ask questions about your company and available positions*

We know that students are more likely to apply to a company with which they have had in-person interaction. Information sessions improve your branding at Kelley and increase your chances of attracting top candidates.

\*Indiana University abides by [NACE's Principles for Professional Practice](#) which states: "Serving alcohol should not be part of the recruitment process on or off campus. This includes receptions, dinners, company tours, etc."

*The ability to get to know Kelley students beyond what is written on their resumes is pivotal to our recruitment process. We find we have more success when we have multiple touchpoints beyond interviews, career fairs, and info sessions. These touchpoints help us establish and maintain relationships with students that enhance our talent acquisition and success.*

» Lauren Suttner, PwC Campus Manager

# JOB POSTINGS & VIRTUAL INTERVIEWS

## GETTING STARTED

Employers can post full-time & internship opportunities via our [Kelley Connect system](#), which is free of charge and allows Kelley students to learn more about your company and apply for jobs. You can choose how to receive student applications (online, by email, etc.).

### Haven't Registered? Select "Register and Post a Job"

- » First-time users must [register](#) with Kelley Undergraduate Career Services (UCS) prior to posting a position:
  1. Register as a contact.
  2. Complete the Company Information form. Remember that your *Employer Profile* is a marketing tool & taking the time to complete it fully will make your profile more interactive and attractive to candidates.
  3. Complete a Position Information form for your job posting. If posting a job, please visit the [Policies and Guidelines](#) page to ensure compliance.

## POSTING A JOB OR INTERNSHIP — 5 STEPS

1. Login to [Kelley Connect](#)
  2. Click on "Jobs"
  3. Select "Add New"
  4. Complete and submit the request. Your position will be reviewed by a staff member
  5. Postings must comply with [UCS policies](#), [Equal Employment Opportunity](#) (EEO) laws, the [Americans with Disabilities Act](#) (ADA), [Global Data Protection Regulation](#) (GDPR) and [internship guidelines](#).
- » Drop-down menus (Major, Graduation Date, etc.) help students understand the type of candidate you're seeking. To see how your posting will be displayed to students, select Preview. When finished, submit for approval.
  - » For the *Position Description*, list the job duties and qualifications. These are required for approval of your posting.
  - » When "**Editing Existing Job Postings**", postings are removed from student view & rejoins the queue for approval.

Looking to hire Kelley alumni?

Email [gcs@Indiana.edu](mailto:gcs@Indiana.edu)

## VIRTUAL INTERVIEWS

**Can't come to campus? Think about recruiting virtually.**

Employers can schedule virtual interviews (Skype, Zoom, phone, etc.) through our office. Contact your Employer Relations team.

## RECRUITING BEYOND KELLEY

Kelley Undergraduate Career Services is 1 of 14 different career centers on campus. Each center focuses on building industry-specific employer relationships so that you won't have any trouble building your brand with students in the appropriate degree programs. You can learn more about each career center [here](#).



# INTERNSHIPS

Internships are work experiences that provide students with practical skills and valuable knowledge in a particular industry or area of study. An Internship Program can help you identify future full-time employees by giving you an opportunity to evaluate a candidate's potential within your current team. Retention rates are higher for employees that convert from an internship.

## INTERNSHIP FAQ's

- » What is an internship?
  - NACE has established [criteria for an internship](#) to be legitimate and provides [best practices](#) for a successful internship experience.
- » Paid vs. Unpaid?
  - Internships may be paid or [unpaid](#), but must follow the [Department of Labor's laws](#) regarding hourly employees and meet the [NACE internship criteria](#).
- » Academic credit for an internship?
  - Academic credit for paid & unpaid internships can only be arranged through the student's academic department. Kelley Undergraduate Career Services (UCS) approves all internships for credit.  
**Please note:** Students who receive credit for internships must pay for that credit. Consider offering flexible hours for your unpaid interns so that they can secure a part-time job to cover their expenses.
- » Does the university endorse internships?
  - Indiana University and UCS does not endorse any internship. It is beyond our scope to undertake detailed assessment of all internship opportunities presented to students. Therefore, UCS and other university representatives will not sign internship and/or affiliation agreements, liability waivers, or Educational Institution Endorsements.
- » Can I hire students on F-1 Visa for internships?
  - International students may accept employment in their academic field after one year of full-time study. Students apply for Curricular Practical Training (CPT) and there is no action on the part of the hiring organization.

*My IT consulting internship is mostly about breaking down data silos, which I learned about in my first semester at Kelley. Being able to apply what I've learned in the classroom to a real-world environment has made my learning experience so much more valuable.*

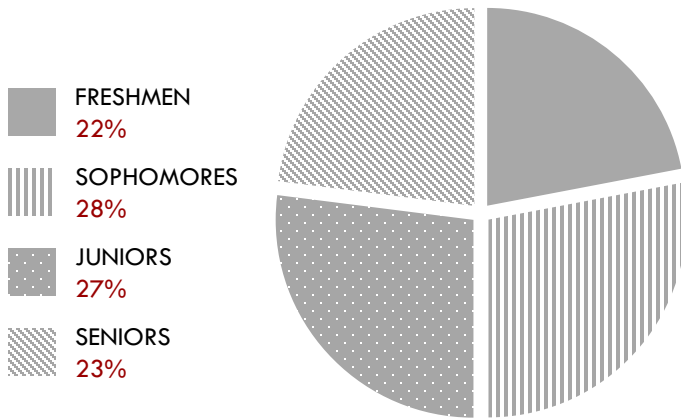
*» Ben Dennis, Class of 2017*

**THE KELLEY ADVANTAGE:** Internships are the most effective recruiting method. Employers convert 60% of their Kelley interns to full-time employees. For information on creating an internship program, contact your [recruiting associate](#).



# EMPLOYMENT STATISTICS

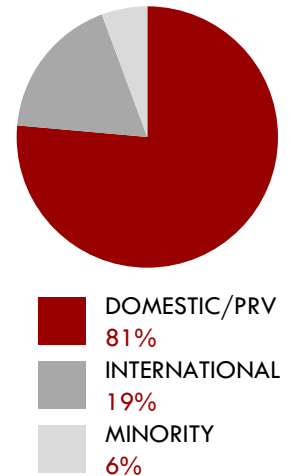
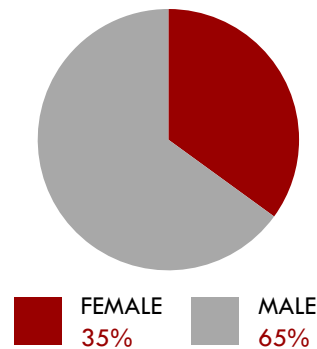
## KELLEY STUDENTS BY CLASS



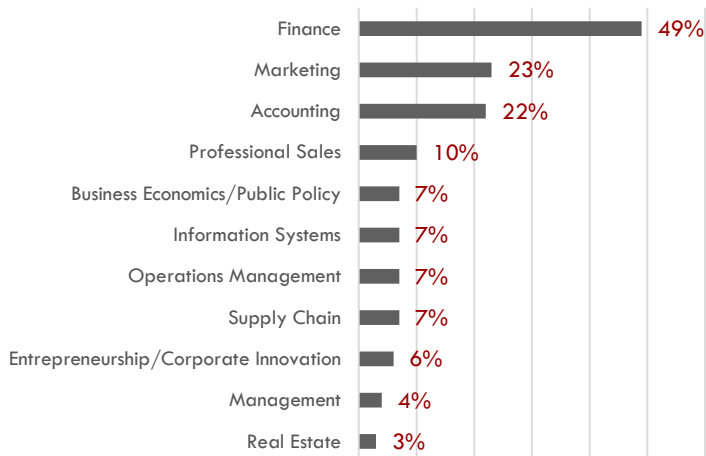
## SENIOR CLASS PROFILE

2017

Class size: 1,651



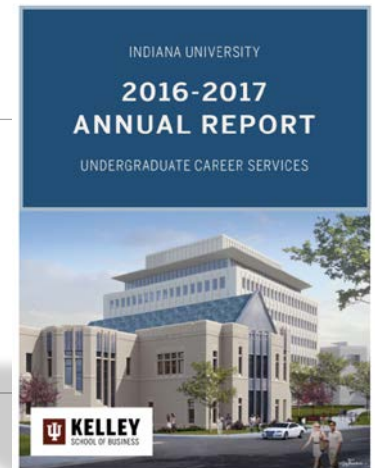
## STUDENTS BY MAJOR CLASS OF 2017



## Additional Class Profiles

[Click here.](#)

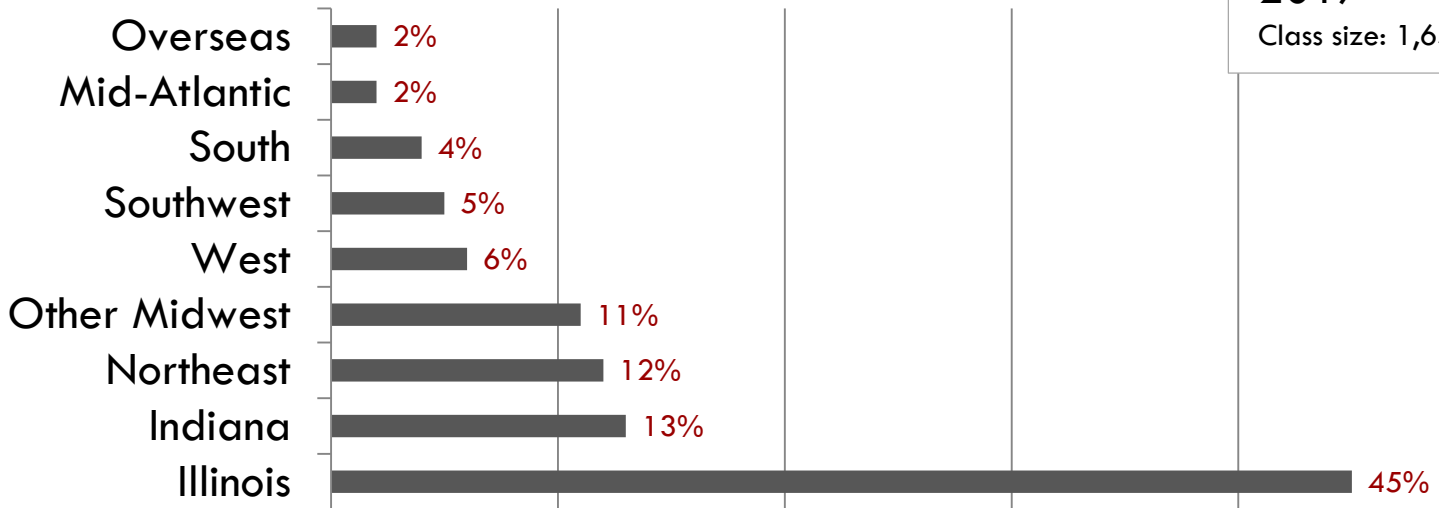
Additional information can be found in the complete Undergraduate Career Services [Annual Report.](#)



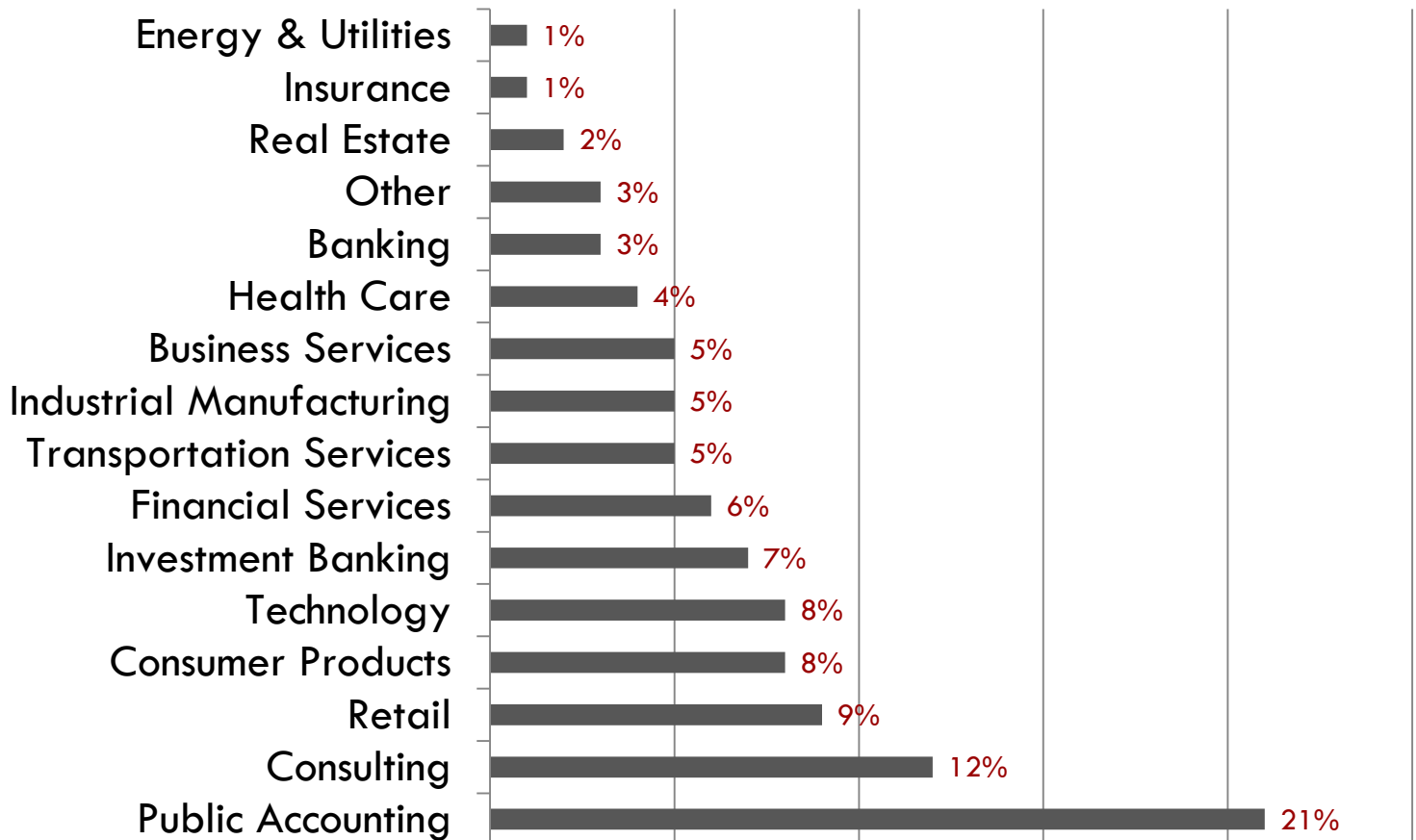
MAJOR	KELLEY FULL TIME AVERAGE	KELLEY INTERNSHIP AVERAGE HRLY WAGE
Accounting	\$61,746	\$25
Business Economics/Public Policy	\$65,645	\$27
Entrepreneurship/Corp. Innovation	\$58,423	\$21
Finance (also Real Estate)	\$64,466	\$24
Information Systems	\$63,579	\$23
Management	\$54,348	\$18
Marketing	\$55,666	\$19
Professional Sales	\$56,330	\$19
Supply Chain/Operations Management	\$59,048	\$20
<b>Average Wage</b>	<b>\$61,000</b>	<b>\$22</b>

# EMPLOYMENT STATISTICS

## FULL-TIME EMPLOYMENT BY REGION



## FULL-TIME EMPLOYMENT BY INDUSTRY



# IMPORTANT DATES

## FALL 2018

Fall Classes Begin	August 20
<a href="#">SAS Partner Picnic (formerly Fall Career Fair)</a>	August 24 (tentative)
Resume Books Available	September 1
Labor Day (No Classes)	September 3
<a href="#">Kelley Beta Alpha Psi Accounting / Finance Fair</a>	September 4 & 5; 2 - 6pm
<a href="#">Informatics and Computing Career Fair</a>	September 6
<a href="#">Kelley Consulting / IS / Supply Chain Fair</a>	September 7; 11am - 3pm
<a href="#">Kelley Marketing / Management Fair</a>	September 12; 2 - 6pm
<a href="#">Walter Center College of Arts &amp; Sciences</a>	September 13
SPEA & Public Health Career Expo	September 20
On-Campus Interviews Begin	September 17
Rosh Hashanah	September 9 (sunset) - 11 (sunset)
Fall Break (No Classes)	October 5
Yom Kippur	September 18 (sunset) - 19 (sunset)
I-Core Mid-Term Exams	October 1 - 4 (subject to change)
Homecoming	October 13
I-Core Final Exams	November 12 - 15 (subject to change)
Thanksgiving Break	November 19 - 23
I-Core Case	November 26 - December 7
Final Exam Week	December 10 - 14

For a comprehensive list of events, visit the complete Undergraduate Career Services [calendar](#).

## SPRING 2019

Spring Classes Begin	January 7
Martin Luther King, Jr. Day (No Classes)	January 21
<a href="#">All Business Fair</a>	January 22 ; 2 - 6pm
On-Campus Interviews Begin	January 23
Spring Break (No Classes)	March 11 - 15
Good Friday	April 19
Passover	April 19 (sunset) - April 27 (sunset)
Final Exam Week	April 29 - May 3

## EMPLOYMENT OFFERS AND ACCEPTANCE GUIDELINES

The following guidelines have been established to ensure that undue pressure is not placed on students by employers. We recognize students should have the opportunity to investigate employment options of interest to them when making their career decisions. Kelley Undergraduate Career Services (UCS) subscribes to the [National Association of Colleges and Employers \(NACE\) Principles for Professional Practice](#). Adhering to the offer guidelines allows students sufficient consideration period to reduce risk of renege. These guidelines are subject to change without notice.

*Note: Firms recruiting for Investment Banking positions will be provided a separate set of policies specific to their timeline.*

**Exploding Offers are prohibited** (e.g., any offer that does not afford a candidate the appropriate time to either accept or decline and/or has special incentives attached for the purposes of inducing early acceptances). Offers that expire before the stated deadlines below are considered exploding and puts enormous pressure on our students to make a decision before they have completed the interviewing process.

**Early Offers or Short-term Leadership Programs\*:** When students receive an internship or full time offer before the start of the next academic year the offer should remain open until the first day of classes preceding the summer internship or full time offer start date.

**Internship to Full-Time Offers\*:** Offers should remain open for a minimum of 2 weeks after the written offer

**Next-Day Interviews\* (following career fair):** Offers should remain open for a minimum of 4 weeks after the written offer

**Fall Recruiting\*:** Offers should remain open for a minimum of 2 weeks after the written offer

**Spring Recruiting\*:** Offers should remain open for a minimum of 2 weeks after the written offer

**Interviews (1<sup>st</sup> & 2<sup>nd</sup> rounds)** offer alternative interview dates AND give students a minimum of three (3) business days' notice from the time of the interview notification to the interview date so students can manage potential academic conflicts. Academics are the priority.

**Students are urged to immediately release offers they do not plan to accept.** Reneging on offers is considered a serious breach of both our recruiting policies and Student Code of Conduct, and such action receives immediate attention.

**Confidentiality and NACE Principles:** We ask that employers abide by the Principles for Employment Professionals of the [NACE](#). All materials received from our students (letters, résumés, and transcripts, via email or hard copy), should be shared only with those persons at your firm involved in the hiring process. Salary data is collected and reported in aggregate format. Please keep us informed of your employment decisions.

*\*Strongly encourage consideration of extensions, where applicable*

## STUDENT CODE OF CONDUCT

The Kelley School of Business seeks to maintain and enhance our reputation with our corporate partners. This Code of Conduct outlines expectations of our students.

- Academics come first. Students will not miss classes to interview, attend company information sessions, or participate in events sponsored by UCS and should communicate with their professor(s) if absence(s) are unavoidable.
- 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. If an offer is reneged upon by the student, UCS reserves the right to take appropriate action.
- Once an offer has been accepted, either verbally or written, the student will remove themselves from all active recruiting activity and report job on Kelley Connect.
- Students will give at least 2 business day notice before cancelling or changing an interview. In the event of a "No Show" for an interview, a student must meet with a career coach within two business days of the missed interview.
- As a requirement for access to UCS staff and resources, students will keep their status and offer data (i.e. Kelley Connect system) updated and current at all times. This includes prompt reporting of all offers and status (i.e. accepting, considering, or declining).
- Students will be well-prepared and appropriately dressed for every interaction with employers and alums.
- Students will always represent themselves accurately to employers with factual data about academics, work authorization, skills, and all other information.
- Students will only apply for positions that match their abilities and interest and not apply to practice for interviews; students will withdraw applications on Kelley Connect if no longer interested.
- Students will only use employer contact information for individual recruiting inquiries to learn more about company and position. Employer contact information should never be used in mass mailings or for non-recruiting purposes.
- Students will show respect for recruiters and UCS staff by being on time, responding to inquiries in a timely manner, and turning off devices during interactions.
- An RSVP to attend an event is a commitment used for planning space, refreshments and resources from the employer host. UCS reserves the right to take appropriate action in the case of a no show.



## INTERVIEWS (FIRST & SECOND ROUNDS)

- » We request that employers make every effort to accommodate candidates' class obligations and interview schedules.
- » We strongly discourage students:
  - » From missing class in order to take interviews
  - » To cancel any first-round interviews (after the cancellation period) in order to make a second-round interview
- » For second-round interviews that are held off campus, we recommend that employers offer alternative dates AND give students a minimum of three (3) business days' notice from the time of the interview notification to the interview date so that students can arrange travel and manage potential academic conflicts.

## JOB POSTINGS

- » We allow employers to post information about current job listings, we make no representations, recommendations, or guarantees regarding any jobs posted or employment data transmitted through Kelley Connect system. We urge students to exercise caution and common sense when applying for any position.
- » Roles must be professional in nature, requiring the possession or pursuit of an undergraduate degree.
- » We will not post a position if:
  - The job is not appropriate for Indiana University business majors.
  - There is not enough information provided to verify that the organization is an established company.
  - The position involves on-campus solicitation or on-campus sales. Internships comprised entirely of door -to-door or remote employment (e.g., situations where the student telecommutes, performs door -to-door sales, or otherwise works away from the supervisor and/or outside a professional business setting are not eligible to post).
  - This position requires more experience than is appropriate for undergraduate students.
  - The student is required to purchase, rent, or obtain a line of credit for any type of sales kit or presentation supplies; or The employment opportunity is contingent upon the student paying a fee for employment or placement services.
  - The position requires that Indiana University be entered into an employment contract as a subcontractor.
  - The position requires an affiliate of Indiana University to sign an assumption of liability waiver.
  - It is the policy of the Undergraduate Career Services Office not to publish listings that have a requirement with regards to race, color, national origin, religion, age, gender, or sexual orientation.
  - We reserve the right to refuse individual postings.

## THIRD PARTY RECRUITERS

- » Third party recruiters will be allowed to post positions if they provide, in the job posting, the name of the organization for which the third party is providing recruiting services.
- » The third party agency must state that it will not charge any fees to students.
- » The third party recruiter may only disclose student information for the open and advertised position. Any other disclosure of student information must have the written consent of the student.
- » Third party recruiters may not attend career fairs unless they are hiring for their own office.
- » Third party recruiters may not have access to the resume database.

## ADDITIONAL EMPLOYER EXPECTATIONS & ACCOUNTABILITY

- » Employers that misrepresent employment opportunities to students will risk losing access or privileges to UCS recruiting resources.
- » We strongly discourage any employer from withdrawing offers or altering base compensation. If you must rescind an offer, please [contact us](#) prior to that action so we can assist you in this difficult situation.
- » We request that employers [notify us](#) once students have accepted an offer.
- » We cannot indemnify employers from employment liability.

## STUDENT ACCOUNTABILITY

- » Students sign and are expected to abide by our [Student Code of Ethics](#). Interview no-shows and reneges may result in students losing privileges to our office.
- » If a student accepts an offer of employment, whether verbally or in writing, and later reneges on the acceptance, please [notify us](#). We recognize the importance of integrity in accepting an offer and want the opportunity to follow up with the candidate. We have provisions to penalize students and remove recruiting privileges when these circumstances arise.
- » We encourage students to discuss offers and timelines with employers to find a reasonable compromise to potential conflict.

# KELLEY CORPORATE ALLIANCE

## PARTNER WITH US TO INVEST IN YOUR FUTURE: BECOME A MEMBER OF THE KELLEY CORPORATE ALLIANCE

Membership in the Corporate Alliance program represents an investment in a multi-dimensional relationship with the Kelley School of Business that offers a variety of benefits, including visibility, access, special communications, and unique opportunities.

Your involvement with and investment in the Kelley School of Business:

- » Provides opportunities for students to better understand your business
- » Builds brand recognition and fosters deeper relationships among students, faculty, and staff
- » Improves your recruiting efforts

Through initiatives like our centers, workshops, programs, and student organizations, our Corporate and Foundation Relations (CFR) team works with our corporate partners to ensure that their sound investment will generate a strong return. Our CFR team works closely with our internal constituents to develop a customized strategy to help you build a strong organizational presence with our students, faculty, and staff. From hosting an etiquette dinner to supporting a case imbedded in the curriculum, there are abundant opportunities throughout the year to connect with students and faculty.

Take a look at what we have to offer. [The Corporate Opportunity Guide](#) provides many opportunities to assist you in identifying ways for your company to develop meaningful partnerships with Kelley's faculty and students.

From building your brand to improving your recruiting efforts, we are committed to assisting you in achieving your goals. Annual corporate and foundation contributions typically range from \$2,500 to \$100,000 and can be designated for a variety of purposes. We invite you to explore the various options to invest in Kelley and maximize the return on your investment for your organization.

For more information or to get started building your presence on campus please contact a member of the Corporate & Foundation Relations team.

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