

2013-14 Recruiters' Guide

CAREER MANAGEMENT CENTER

Now accepting requests for 2013-14 interview dates.
Evaluation of requests will begin on **Monday, April 29, 2013.**



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Academic Timeline 2013-14

Summer Term 2013

First day of summer term classes	May 23
Midterm exams	June 27-July 3
Independence Day holiday*	July 4
Final exams	August 9-16

Fall Term 2013

First day of fall term classes	September 3
Midterm exams	October 15-21
Thanksgiving holiday*	November 27-December 1
Final exams	December 10-20

Spring Term 2014

Martin Luther King Jr. Day*	January 20
First day of spring term classes	January 28
Midterm exams	March 11-14
Spring break	March 15-23
Final exams	May 5-16
Commencement	May 21

*Columbia Business School closed

On-Campus Recruiting Quick Facts

Corporate Events

- Events for rising second-year students can be arranged over the summer, especially for the 200 students who entered in January 2013 for May 2014 graduation and did not participate in internship recruiting.
- Full-time recruiting events begin September 9, 2013.
- Internship recruiting events begin September 23, 2013.
- [Blackout dates apply.](#)

Interviews

Full-Time Interview Key Dates

- On-campus interviews begin Tuesday, October 15, 2013.
- Off-campus interviews may take place on Friday, October 11, Monday, October 21, or any Friday thereafter.
- Second-round interviews may begin Thursday, October 17, 2013.
- Companies should offer an alternate date and time for second-round interviews for students with conflicts.
- Offers to former summer interns must be left open until Friday, November 1, 2013.
- Full-time offers may be extended on Friday, October 18, 2013, after 5 p.m.
- Offers for full-time employment must remain open until Monday, December 2, 2013, or four weeks, whichever is later.
- [Blackout dates apply.](#)

Internship Interview Key Dates

- On-campus interviews begin Monday, January 13, 2014. Please [see page 6](#) for industry-specific dates.
- Off-campus interviews may take place on Friday, January 17, or Friday, January 24, 2014.
- Most second-round interviews begin on Thursday, January 16, 2014. [See page 6](#) for industry-specific dates.
- Companies should offer an alternate date and time for second-round interviews for students with conflicts.
- Internship offers may be extended on Friday, January 17, 2014, after 5 p.m.
- Offers for summer internships must remain open until Friday, February 21, 2014.
- [Blackout dates apply.](#)

Finding Columbia Business School

Columbia Business School is located in Uris Hall on Columbia University's Morningside Campus at Broadway and 116th Street in Manhattan, most easily reached by subway (No. 1 train to 116th Street) or taxi.

Enter the campus through the main gates on the east side of Broadway at 116th Street. Walk into the center of campus; on your left will be Low Library, a building with a rotunda and Greek columns with steps leading up to it. Uris Hall is located directly behind Low Library. The Career Management Center is on the second floor in room 206.

Interviews may also be held in W & J Warren Hall, located at 1125 Amsterdam Avenue at 115th Street. Recruiters will be notified in advance if they will be interviewing in W & J Warren Hall. If there are any last minute needs, please call the CMC at 212-854-5471.

On the Interview Day

The Career Management Center opens at least 30 minutes before the first interview of the day. If you require access earlier, please inform your account manager. Interviewers will be asked to check in with the Career Management Center and provide a business card for its records. The CMC will supply interviewers with a copy of their interview schedule and résumés of the students being interviewed. Hot and cold beverages, breakfast, and lunch, as well as Wi-Fi Internet access, are available for all interviewers.

Policies

The Career Management Center looks forward to welcoming you to campus for a successful recruiting season. **Columbia Business School's [recruiting policies](#) exist to ensure a fair recruiting process for all companies and students. Please share the policies in this guide with your recruiting teams.**

Introduction



Welcome to the 2013-14 recruiting season at Columbia Business School. This guide, also found on the [Columbia Business School recruiters' website](#), highlights the School's recruiting policies. The School's Career Management Center (CMC) is your dedicated resource for recruiting exceptionally talented men and women who can successfully lead your organization in a globally competitive world.

Employers who hire Columbia Business School MBAs consistently praise the analytical skills, decision-making ability, and entrepreneurial mindset that our graduates exhibit from the very first day on the job. Their ability to identify and capture opportunity is unparalleled.

Columbia Business School students come equipped with diverse backgrounds and experiences, on a global scale, and we encourage you to look at the entire Columbia Business School population when hiring. Visa sponsorship, for those who require it, is easier and less expensive than most recruiters may realize. More information about the visa process can be found on [our website](#).

Our experienced and committed professional staff can help you identify candidates whose skills match your firm's requirements and hiring needs. The School counts on your continued assistance in allowing students to give top priority to their academic commitments. To foster a fair and equitable recruiting process, each organization is encouraged to adhere to the spirit as well as to the letter of the School's recruiting policies.

With regards,

A handwritten signature in black ink that reads "Glenn Hubbard". The signature is fluid and cursive.

Glenn Hubbard
Dean and Russell L. Carson Professor
of Finance and Economics

A handwritten signature in black ink that reads "Regina Resnick". The signature is fluid and cursive.

Regina Resnick
Associate Dean and Managing Director
Career Management Center

On-Campus Recruiting

Columbia Business School's recruiting policies exist to ensure a fair recruiting process for all companies and students. Policies applicable to both recruiters and students are on the recruiters' website at gsb.columbia.edu/recruiters.

New and key policies are bolded. [View interview date calendars on pages 14-15.](#)

Job Postings

In addition to visiting campus to conduct interviews, organizations may also collect applications by posting positions on [COIN](#), the School's Career Opportunity Information Network, for full-time, summer internship, and part-time job opportunities. These opportunities can be posted for just-in-time hiring of MBA and Executive MBA students, as well as Columbia Business School alumni and students in the [Master of Science Programs](#).

Those posting jobs for current MBA students should adhere to the policies found in this guide and on the [recruiters' website](#).

Recruiter Conduct Policies

Each recruiting organization must acknowledge compliance with Columbia Business School's recruiting policies as outlined in this guide and/or [online](#), including the nondiscrimination policy, by approving the policy form when prompted upon signing into [COIN](#). Please distribute these policies to everyone at your firm involved in recruiting. **Companies that are part of the formal interview process but hold interviews off campus are subject to the same policies and guidelines as those who interview on campus.** [Learn more about Columbia Business School's recruiter conduct policies.](#)

Students' Right to Privacy

While students consent to release their résumés to recruiters, the information included on these résumés is intended for recruiters' use only; it is not available to others and must not be shared.

Requesting Dates

Recruiters should submit date requests for interviews and corporate presentations in the 2013-14 season through [COIN](#). [COIN](#) is also where employers enter job descriptions, collect

RSVPs and applications, view résumés, select candidates, and view on-campus schedules. It is also where they post jobs for just-in-time hiring.

Interview date requests received before 9 a.m. EDT on April 29, 2013, will be given first priority. Every effort will be made to confirm dates by May 6, 2013. Submissions received after 9 a.m. EDT on April 29, 2013, will be processed after May 6 in the order they were received. Corporate presentation dates may be requested at the same time an employer requests interview dates but will not be confirmed until interview dates have been finalized. [View interview date calendar.](#)

Interview Blackout Periods

There can be no formal interviews until on-campus recruiting begins on the following dates:

- October 15, 2013, for full-time opportunities
- January 13, 2014, for summer internships

Additionally, certain dates have been classified as interview blackout periods. During interview blackout periods, firms should not offer formal interview schedules. Students should not be asked to interview during exam periods. Furthermore, there are also event blackout dates to keep in mind when planning your recruiting schedule.

Interview blackout dates:

- November 4-5, 2013 (Election Day holiday)
- November 27-December 1, 2013 (Thanksgiving holiday)
- December 10-20, 2013 (last day of classes and final exam period)
- December 21, 2013-January 28, 2014 (winter break; internship interviews may begin on campus January 13)
- March 11-23, 2014 (midterm exams and spring break)
- May 5-16, 2014 (last day of classes and final exam period)

On-Campus Recruiting *(continued)*

Interview Date Guidelines

Full-Time Recruiting

- On-campus first-round interviews for full-time positions begin on October 15, 2013, and continue through April 30, 2014.
- Off-campus first-round interviews for positions in any industry may take place on Fridays beginning October 25, 2013, and not before. The exceptions are Friday, October 11 (consulting industry only), and Monday, October 21, 2013, which is reserved for off-campus first-round interviews outside the banking industry. Recruiters must advise the CMC of plans to hold off-campus first-round interviews so that interview days are properly advertised and not overbooked. **This includes the number of candidates seen and the duration of the interviews.**
- Second-round interviews may begin on October 17, 2013, and continue daily. **Students may not be invited to, or be asked to commit to, second-round interviews before first-round interviews are complete.** Second-round interviews are scheduled directly between the candidate and the company.
- **Students should be offered at least one alternate day for second-round interviews and may not miss academic commitments to interview.**
- Offers may be extended after 5 p.m. EDT on Friday, October 18, 2013. International offices: [please see page 7](#).

Internship Recruiting

- Investment banks may choose one of the following interview date options:
 - Interviews on Monday, January 13, 2014, with second rounds on January 16, or later.
 - Interviews on Tuesday, January 14, 2014, with second rounds on January 15, January 17, or later. This option is preferable for recruiting teams coming from Europe or Asia.
- First-round interviews for marketing and consulting functions can begin on Wednesday, January 15, 2014.
- Investment management and all other industries can begin interviews on Wednesday, January 22, 2014.
- Off-campus first-round interviews for positions in any industry may take place on Fridays beginning January 17,

2014 or on Tuesday, January 21. Recruiters must advise the CMC of plans to hold off-campus first-round interviews so that interview days are properly advertised and not overbooked.

This includes the number of candidates seen and the duration of interviews.

- Second-round interviews for industries other than investment banking may begin on Thursday, January 16, 2014, and continue daily. **Students may not be invited to or be asked to commit to second-round interviews before first-round interviews are complete.** Second-round interviews are scheduled directly between the candidate and the company.
- **Students should be offered at least one alternate day for second-round interviews and may not miss academic commitments to interview.**
- Offers may be extended after 5 p.m. EST on Friday, January 17, 2014. International offices: [Please see page 7](#).

All Recruiting

Exceptions may be made for international offices; however, the academic calendar will influence the School's decision. If candidates are required to travel to other cities to interview, your organization's policy on travel reimbursement should be clearly outlined in advance.

Companies choosing to interview students on Friday evenings or Saturdays must be prepared to accommodate students who request an alternate day for religious reasons.

Fellowships

The School will not publicize fellowships that are awarded prior to matriculation and require a summer internship following the candidate's first year. CMC policies apply to neither candidate nor company in cases of internships or other agreements resulting from prematriculation fellowships or other events.

Applications from matriculated students for fellowships that include a summer internship may be solicited after Monday, September 23, 2013. **Associated interviews and offers for jobs coupled with these fellowships must adhere to CMC interview and offer policies. Those job offers must be held open in their entirety until Friday, February 21, 2014.**

On-Campus Recruiting *(continued)*

International Recruiters

Firms outside the United States should not disrupt final exams by scheduling interviews between December 10–20, 2013. International recruiters with global travel schedules who wish to hold callback interviews immediately following their on-campus first-round interviews should schedule those interviews no earlier than October 16, 2013, for [full-time recruiting](#) or January 14, 2014, for [internship recruiting](#). Offers for internships may not be extended until January 17 and must remain open and unchanged until February 21, 2014. Firms that need to request an exception to this policy should notify the CMC as soon as possible for full evaluation of feasibility.

Open/Bid Schedules

Companies utilizing open/bid schedules have found it a beneficial way to discover quality candidates who were not otherwise identified. The CMC encourages firms to hold open or partially open schedules to allow students interested in the firm to bid on interview slots. Contact your [account manager](#) to learn more about the open/bidding process.

Job Descriptions

- Upload job descriptions before your corporate presentation in the fall or one month before the position's application deadline, at the latest.
- **Best Practice:** Upload job descriptions to [COIN](#) as early as possible and be as detailed as possible regarding the position's function, requirements, location, and work authorization to ensure that you receive the most prepared candidates. Companies can sometimes be disappointed in application numbers if job descriptions are uploaded late or are ambiguous.

Application Due Dates

For all positions for which companies will recruit on campus, applications must be solicited through [COIN](#). Companies may require additional means of application if they wish; this information may also be communicated to candidates through [COIN](#). **Application deadlines generally default to 9 a.m. (eastern time)** one week before the invitation-list due date.

For **full-time positions**, the earliest application due date is September 16, 2013. For **internships**, the earliest application due date is December 3, 2013. For internship interviews occurring January 13–17, 2014, application due dates will be determined by the Career Management Center.

Invitation Lists

All companies using Columbia Business School interview rooms and facilities to conduct interviews should use the **interview scheduling functionality in [COIN](#)**. This will alleviate student confusion and facilitate a smoother scheduling process.

Invitation lists are due through [COIN](#) exactly two weeks (14 calendar days) before the interview date, except for those companies interviewing on January 13–17, 2013:

Interview Date	Invitation List Due
January 13–17, 2014	December 16, 2013
January 22, 2014, onward	14 calendar days before interview date

Firms are encouraged to invite alternate candidates to ensure that interview schedules remain full. Interview schedules will become final at 9 a.m. two business days before the interviews.

Offer Guidelines

Full-Time Offers

- Full-time offers to students who completed summer internships at your company must be held open until November 1, 2013.
- Offers may be extended after 5 p.m. EDT on Friday, October 18, 2013. Firms may not invite students to sell events or other post-interview events until an offer has been extended.
- Offers must remain open until December 2, 2013, or for a minimum of four weeks from receipt of a written offer, whichever is later. Offers extended after February 3, 2014, must remain open for a minimum of two weeks.

On-Campus Recruiting *(continued)*

Internship Offers

- Offers may be extended after 5 p.m. EST on Friday, January 17, 2014. Firms may not invite students to sell events or other postinterview events until an offer has been extended.
- Offers must remain open until February 21, 2014, or for a minimum of two weeks from receipt of a written offer, whichever is later.
- Interviews for fellowships or scholarships that include the offer of a summer internship must not take place until January 13, 2014. Offers must be left open in their entirety until February 21, 2014.

All Offers

- The fundamental terms of an offer must remain unchanged until the expiration date, although incentives encouraging students to commit before the deadline are permitted, so long as incentives are small relative to the overall value of the offer.
- Hiring organizations should inform students of their status and/or timeline for decisions within two weeks of their interviews, regardless of outcome.
- **Please request permission from your new hires to allow you to report their employment status back to the School. This will allow the CMC to report more complete numbers as it prepares its annual employment report and properly reflect your success at the School.**
- The rescinding of a verbal or written job offer, unless done under extenuating circumstances such as unforeseen business conditions or egregious student behavior, is a very serious violation of Columbia Business School recruiting policy and will be handled accordingly. Delayed start dates of an extended period of time may be considered rescinded offers as well. Sanctions against firms in violation of this policy will be considered on a case-by-case basis. Any organization considering rescinding an offer or delaying a start date should first contact [Bruce Lloyd](#), director of employer relations.
- Students who accept offers verbally or in writing and then renege on that commitment have violated recruiting policy and the Columbia Business School honor code. Sanctions will be considered on a case-by-case basis and will include

disciplinary action, which may result in the suspension of recruiting privileges and/or a requirement to appear before the Dean's Disciplinary Committee.

Preinterview and Sell Events

Preinterview events are generally not allowed. Exceptions may be made for companies outside the New York metropolitan area. Please consult [Natalie Rios](#), manager of recruiting events, or your firm's account manager about your company's circumstances. Sell events should never conflict with academic commitments and are therefore best held on Fridays or Saturdays. Additionally, firms may not invite students to sell events or other postinterview events until offers have been extended.

Résumés and Résumé Databases

While students consent to release their résumés to recruiters, the information included on these résumés is intended for recruiters' use only; it is not available to others and must not be shared.

Full-Time Résumés

The second-year résumé database featuring the 2014 graduating class may be [ordered online](#) and will be available in mid-August. The Executive MBA résumé database, featuring students with similar profiles to second-year students, as well as more experienced students for lateral hiring, is complimentary when the MBA student résumé database is purchased. Additionally, the [Experienced-Hire Talent Portal](#), an online résumé database for alumni and Executive MBA students, is available for sourcing lateral-hire talent.

Internship Résumés

The first-year résumé book, featuring the September 2013 entering class, may be [ordered online](#) and will be available in November 2013.

Companies wishing to solicit résumés for event participation or to determine early interest before the official résumé book is available may begin requesting résumés on October 1, 2013, although résumés may still be in draft stages at that time. Requesting résumés early does not replace an official application due date.

On-Campus Recruiting *(continued)*

On-Campus Locations

To accommodate as many interviews as possible during nonclass time on the initial days of recruiting, the Career Management Center will hold interviews in multiple buildings on campus. [Learn more about traveling to the School](#) and [view a detailed map of campus](#).

Policy Infractions

Violations of recruiting policy will be evaluated on a case-by-case basis. Sanctions facing recruiting organizations may include, but are not limited to:

- Lodging a formal letter of complaint with senior management and senior Columbia Business School alumni informing them of the violation and placing the company on immediate probation.
- Precluding the firm from one or all of the following:
 - Access to the Columbia Business School résumé book
 - Receiving preferential interview and corporate presentation dates on campus
 - Access to the School's on-campus recruiting program
- Communicating the nature of the violation to the Columbia Business School community through the student-facing [COIN](#) homepage for a period of three years.

Students are also subject to a set of internal recruiting policies and sanctions.

Executive MBA Student Participation

A select number of Executive MBA students who prequalify may participate in on-campus recruiting. These students are seeking full-time associate-level opportunities. To learn more about Columbia's different Executive MBA programs, please visit [our website](#).

Master of Science Programs

Columbia Business School offers master of science programs in marketing and financial economics. Because the profiles for these students are different from the MBA population, these candidates will not be part of the MBA on-campus recruiting program. However, they may fill other needs in your organization. The CMC encourages you to post jobs specifically targeted to these students on the job board by visiting gsb.columbia.edu/recruiters and to interview these candidates off campus at a mutually agreeable time and place.

Master of Science in Marketing

The Master of Science in Marketing is a one-year course of study comprising three semesters (fall, spring, and summer) with graduating students seeking full-time jobs.

The degree trains marketing researchers to work in industry, consulting firms, nonprofits, government, and other types of organizations where marketing analysis adds value. Students complete special projects for academic credit over the summer.

Master of Science in Financial Economics

The Master of Science in Financial Economics is a two-year course of study.

The degree trains analytical- and industry-focused financial economists in dynamic asset pricing, portfolio allocation, corporate finance, and optimal contracting. The program aims to prepare students for analytical jobs with potential employers such as investment and commercial banks, asset management companies, consulting firms, and policy-oriented organizations. Selectively, the CMC may reach out to your companies to see if special project work may be available.

Recruiting Events

Recruiting events include any informational or social events held on campus or off campus: breakfasts, lunches, dinners, cocktail receptions, informational interviews, case competitions, case preparation sessions, office hours, coffee chats, and corporate presentations, whether they are open to all students or by invitation to eight or more students. For specific dates and times for on-campus and off-campus events, please see the guidelines below and [this chart](#).

Recruiting guidelines apply to events planned by either the CMC or through student clubs.

All organizations hosting multiple events through the CMC or through student clubs are asked to convey a clear message to students indicating that they are not asked or expected to attend all events to be considered for employment.

New and key policies are bolded.

On-Campus Corporate Recruiting Presentations

The CMC will schedule one presentation per class year for each company participating in on-campus recruiting. Companies recruiting both first- and second-year students may elect to offer one joint-year presentation for both groups. Companies with multiple divisions or office locations should plan to have one firm-wide presentation representing all divisions and locations to ensure effective calendar management and fairness among organizations. Most corporate presentations take place from September 9 to November 11, 2013, but may be scheduled until December 6, 2013. Certain **event blackout periods** apply.

Venues may be in Columbia Business School classrooms or Columbia University-managed facilities. Events in University spaces are held by contract with the venue and are subject to its terms and conditions. Events in Columbia Business School classrooms or Columbia University-managed facilities may not be available until 15 minutes prior to the event. Please plan catering and setup accordingly. **Only Columbia Business School students may be invited to events held in Columbia Business School classrooms.** Firms are encouraged to upload

materials to [COIN](#) for student access prior to events in order to minimize the need for printed material.

Presentation Best Practices

- **Be explicit about divisions, function, geographic locations, and work authorizations for your on-campus recruiting opportunities.**
- Each event should include a robust number of company representatives to maximize student-company interactions.
- **Duration of events is 60 minutes.** Successful events will allot more time for networking, preceded by a concise company overview presentation.
- Plan an event during Summer 2013 to meet the January 2013 entrants of the class of 2014.
- Aggressive corporate behavior is noticed by students and often harms a firm's reputation on campus.

Requesting Presentation Dates

Recruiters should submit presentation date requests through [COIN](#). The CMC will begin evaluating presentation requests once interview dates are finalized and will attempt to accommodate date and time preferences, but the presentation calendar will be based on the interview calendar. Requests will be finalized by the end of May, in the order in which they were received. For more information, please contact [Natalie Rios](#), manager of recruiting events.

Since classes, as well as guest-speaker and social events, take place every night at Columbia Business School, it is impossible to offer a conflict-free date and time for prerecruiting presentations.

[View the corporate presentation calendar.](#)

RSVPs*

Companies must request student RSVPs for lunch presentations and evening off-campus events. Companies may request RSVPs for evening on-campus presentations; be advised that RSVPs may be difficult to manage, and certain venues may have capacity limits. For catering purposes, it

*By assisting companies with RSVPs, Columbia Business School and the CMC take no responsibility for compliance with University regulations or federal, state, or city laws, including those involving venue capacity.

Recruiting Events *(continued)*

is advisable to reduce RSVP numbers by 20 to 25 percent. RSVPs for events planned by the CMC must come through [COIN](#) and may not be directed to the company.

Guidelines for Second-Year-Only Events

- On-campus corporate presentation events exclusively for second-year students may take place on specific dates from September 9 to October 11, 2013, and again from October 22 to December 6, 2013. Events will be 60 minutes long, and [event blackout periods](#) apply.
- Off-campus presentations and events may be held on Thursday evenings after 7:30 p.m. or anytime on Fridays, beginning September 12, 2013.

Guidelines for Joint-Year or First-Year-Only Events

Corporate presentations targeting both class years or only first-year students may be scheduled on specific dates from September 23 to October 11, 2013, and again from October 22 to December 6, 2013. Events will be 60 minutes long, and [event blackout periods](#) apply.

No events involving first-year students may take place before September 23, 2013.

- Off-campus presentations and events including first-year students may be held on Thursday evenings after 7:30 p.m. beginning October 10, 2013, or anytime on Fridays beginning October 11, 2013.
- Off-campus events may take place any evening after 6:30 p.m. between November 11 and December 6, 2013 (except during [blackout periods](#)). These events should be coordinated through [Natalie Rios](#), manager of recruiting events, and the appropriate student clubs.

Career Forum

If you are new to recruiting at Columbia Business School or have not been able to yield a high number of attendees at past events and are interviewing on-campus for full-time or internship positions, you may want to consider participating in the CMC's Career Forum in lieu of a standalone corporate presentation.

The forum, which will be held on Tuesday, October 1, 2013, from 12:15 to 2:15 p.m. EDT, offers firms an opportunity to meet many students in an informal and interactive "career fair-style" setting prior to application deadlines.

Companies that do not recruit on campus, and instead recruit off-campus in the spring, may wish to participate in the CMC's spring networking event, usually held in late March.

Guidelines for Off-Campus Events

- Events to be held off campus, including dinners and cocktail receptions, may be scheduled only on Thursdays after 7:30 p.m. or on certain Fridays during the day until November 8, 2013. **These events must be approved by the CMC so that event dates are not overbooked.**
- Student clubs should not plan off-campus evening events until November 11, 2013. Off-campus events planned by clubs may take place any evening after 6:30 p.m. (so students with classes ending at 5:30 p.m. have time to travel) from November 11 to December 6, 2013, excluding [blackout dates](#). **Please inform the CMC of your plans for advisory purposes.**
- Based on student feedback, the CMC encourages firms to hold off-campus events near campus whenever possible. A list of neighborhood venues is available upon request.
- **The CMC cannot guarantee any conflict-free times for invitation-only events.**

Guidelines for Summer 2013 Events

- Companies may offer receptions during the summer at off-campus locations for all students who will participate in full-time recruiting during fall 2013. Beginning in June, the CMC can provide a summer directory to facilitate identifying and contacting students for summer receptions.
- Companies should plan on- or off-campus summer presentations or events specifically for students who entered in January; these students take classes during the summer term and do not hold summer internships before participating in full-time recruiting. **All summer recruiting events for January-entry students should be coordinated through the CMC. Student clubs should not plan recruiting presentations during the summer.**

Recruiting Events *(continued)*

- Contact [Natalie Rios](#), manager of recruiting events, to plan or promote a summer reception, request a summer directory, or plan a summer event for January entrants.

Immersion Programs

Recruiting organizations may offer selective, short-term, intensive programs for January entrants during the period between August 19–30, 2013. Presentations, applications, and interviews for these opportunities should be coordinated through [Natalie Rios](#), manager of recruiting events.

Event Blackout Periods

Recruiting events of any size planned through the CMC or with student clubs may not be held during exams. Events involving eight or more students held on or off campus, including breakfasts, lunches, dinners, cocktail receptions, informational interviews, case competitions, case preparation sessions, office hours, coffee chats, and corporate presentations, may not be offered during vacation periods. Events planned or approved by the School, such as study tours, may be an exception to this rule.

Event blackout dates:

- June 26–July 4, 2013 (summer midterm exams and Independence Day holiday)
- August 8–16, 2013 (last day of classes and final exams)
- August 17–September 6, 2013 (summer break and start of fall term)
- October 15–21, 2013 (midterm exams)
- November 4–5, 2013 (Election Day holiday)
- November 27–December 1, 2013 (Thanksgiving holiday)
- December 10–20, 2013 (last day of classes and final exams)
- December 21, 2013–January 28, 2014 (winter break and study tours)
- March 11–23, 2014 (midterm exams and spring break)
- May 5–16, 2014 (last day of classes and final exams)

Alcohol Policy

While Columbia Business School recommends alcohol-free events, the School will allow beer and wine at events held on campus. Liquor is not allowed at events planned through the CMC or student clubs that take place on campus or at nearby venues. For more information, please contact [Bruce Lloyd](#), director of employer relations.

Student Clubs

The CMC (along with the Office of Student Affairs) is a key adviser to student clubs with regard to educational and recruiting events planned by firms directly with clubs. [Learn more about getting involved with student clubs.](#)

Informational Interviews

Feedback from corporate representatives, students, and faculty members indicates that student visits to corporate offices are best kept to a minimum. Since repeated student visits to firms are disruptive to both classes and the workplace, companies are encouraged to streamline the informational-interview process and limit visits to each firm to one or two visits per student.

Please e-mail your company's informational-interview policy to [Natalie Rios](#) before September 20, 2013, so the CMC can advise students and assist them in managing their schedules. **Tip: Announce your informational interview policy at your firm-wide event and inform the CMC to help you publicize it.**

Publicizing Events through the CMC

- All corporate presentations will be listed on the student-facing side of [COIN](#) and the School's internal event calendar.
- In addition, the CMC publicizes all recruiting events planned by the CMC directly to relevant student clubs.
- Companies may send one e-mail per event through the the School's listserv. All e-mails will be reviewed and approved prior to distribution.

- Class of 2014 (second-year students): careers-2014@lists.gsb.columbia.edu
- Class of 2015 (first-year fall-entry students): careers-2015f@lists.gsb.columbia.edu

Working with Student Clubs and Conferences

In addition to the single corporate presentation planned per class year through the CMC, additional events may be held in cooperation with student clubs at the clubs' discretion and with guidance from the administration. Companies may begin booking events with clubs on June 17, 2013. **Clubs must have their fall on- or off-campus events on the School's event calendar by October 1, 2013. Club events planned after that date must be approved by the administration on a case-by-case basis. No new events—either on or off campus—will be accepted after October 31, 2013, including invitation-only events.**

Student feedback indicates a preference for fewer events. Therefore, best practices indicate each event should include a robust number of company representatives to maximize student-company interaction. The CMC encourages collaborative events among multiple clubs and companies.

The administration is the first contact for club-sponsored events happening on campus prior to November 11, 2013, for the Black Business Students Association (BBSA), Columbia Women in Business (CWIB), Investment Banking Club, Management Consulting Association, Marketing Association of Columbia (MAC), and the Sales & Trading Club. The CMC helps clubs manage their calendars, keep a level recruiting playing field, and minimize conflicts. Corporate cooperation is appreciated.

Note: CWIB and BBSA have sponsorship requirements that must be met to partner with these clubs. For more information about these requirements, please contact the club leaders.

To propose a club-related event for the above-mentioned clubs in the fall, please fill out the "Request Club Event" form in COIN to indicate a preferred and alternate date and time, as well as the content of the event. The administration will consult the School-wide calendar and ensure there is capacity for the event, then enlist relevant club officers to manage the relationship for that preapproved event. Clubs will have the discretion to decline certain events or impose limits on the number of events each company can hold. This is in response to calendar and event overload during key academic periods and to foster an equal opportunity to meet candidates. To propose an event with other clubs at the School, you may reach out directly to relevant club officers, [a list of which is available here](#).

Events featuring high-profile guest speakers must be booked through the [Office of Corporate and Foundation Relations](#).

Tip for financial services recruiters: Schedule evening presentations with senior management before November 8, 2013, so as not to conflict with targeted off-campus events.

Please review the [presentation calendar](#) the CMC uses to plan events on behalf of students. To avoid conflicts, it is best to avoid these times when planning student club events. For more information, contact [Natalie Rios](#), manager of recruiting events. **Companies must adhere to the following guidelines for planning events directly with clubs.**

During a typical week in the fall term, clubs will be able to plan events at the following times Monday through Thursday:

- Breakfast—ending before 8:45 a.m. for 9 a.m. classes
- Select lunch periods (12:30 to 2 p.m.) on Tuesdays and Thursdays only
- Early evening—from 5:45 to 6:45 p.m. (this is a firm end time due to other events in the evening)
- Late evening—after 9 p.m. (except Thursdays)
- Anytime on Fridays (after October 11, 2013, for first-years)

Exceptions

- **Clubs may not include first-year students in any corporate or "educational" events sponsored by companies until September 23, 2013. Before this date, events must be for second-year students only.**
- Targeted invitational off-campus events may not begin before November 11, 2013. Though no time period is guaranteed to be conflict-free, work with the relevant student clubs and [Natalie Rios](#) to find the best possible date for your events.
- Events may not take place during [blackout periods](#).

Industry-focused club and affiliation conferences can give a firm great visibility among interested students. For general information about conferences, contact [student club officers](#) or the [Office of Student Affairs](#) at 212-854-4191.

For information on conference sponsorship or speaking opportunities, contact [Casey Collier](#) in [Corporate and Foundation Relations](#).

Interview Calendar: Full-Time Recruiting

OCTOBER/NOVEMBER 2013

Monday	Tuesday	Wednesday	Thursday	Friday
7	8	9	10	11 OFF-CAMPUS 1ST ROUNDS—CONSULTING ONLY
14	15 No off-campus interviews ON-CAMPUS 1ST ROUNDS—BANKING ONLY	16	17 ON-CAMPUS 1ST ROUNDS—ALL INDUSTRIES 2ND-ROUNDS—ALL INDUSTRIES	18 Offers may be extended after 5 p.m.
21 ON-CAMPUS 1ST ROUNDS 2ND-ROUNDS—ALL INDUSTRIES OFF-CAMPUS 1ST ROUNDS	22 Fall term classes resume (no on-campus interviews)	23 ON-CAMPUS 1ST ROUNDS—ALL INDUSTRIES	24	25 OFF-CAMPUS 1ST ROUNDS
28 ON-CAMPUS 1ST ROUNDS—ALL INDUSTRIES 2ND-ROUNDS—ALL INDUSTRIES	29	30	31	1 OFF-CAMPUS 1ST ROUNDS

Interview Schedule Notes

Interviews continue in this manner through December 6, 2013, and from January 29 to April 30, 2014, with the exception of [blackout periods](#).

Banking refers to corporate finance, sales and trading, investment banking, and mergers and acquisitions functions only.

Second-round interviews take place off campus and are arranged directly between the recruiter and candidate.
[Learn more about second-round interview policies.](#)

Interview Calendar: Internship Recruiting

JANUARY/FEBRUARY 2014

Monday	Tuesday	Wednesday	Thursday	Friday
13	14	15	16	17
ON-CAMPUS 1ST ROUNDS—BANKING ONLY		2ND ROUNDS—BANKING ONLY		Offers may be extended after 5 p.m.
		ON-CAMPUS 1ST ROUNDS—MARKETING & CONSULTING ONLY		
		2ND-ROUNDS—ALL INDUSTRIES		OFF-CAMPUS 1ST ROUNDS
20	21	22	23	24
Martin Luther King Day* (no on-campus interviews)	No on-campus interviews	ON-CAMPUS 1ST ROUNDS—ALL INDUSTRIES		
		2ND-ROUNDS—ALL INDUSTRIES		
OFF-CAMPUS 1ST ROUNDS		OFF-CAMPUS 1ST ROUNDS		
27	28	29	30	31
ON-CAMPUS 1ST ROUNDS	Spring term classes begin (no on-campus interviews)	ON-CAMPUS 1ST ROUNDS—ALL INDUSTRIES		
2ND-ROUNDS—ALL INDUSTRIES				
		OFF-CAMPUS 1ST ROUNDS		
3	4	5	6	7
ON-CAMPUS 1ST ROUNDS—ALL INDUSTRIES				
2ND-ROUNDS—ALL INDUSTRIES				
			OFF-CAMPUS 1ST ROUNDS	

*Columbia Business School closed

Interview Schedule Notes

Interviews continue in this manner through April 30, 2014, with the exception of [blackout periods](#).

Banking refers to corporate finance, sales and trading, investment banking, and mergers and acquisitions functions only.

[See page 6 for more about banking interview dates.](#)

Second-round interviews take place off campus and are arranged directly between the recruiter and candidate.

[Learn more about second-round interview policies.](#)

Corporate Presentation Calendar

		ON CAMPUS				OFF CAMPUS			
SECOND-YEAR STUDENTS ONLY	EVENT DATE	12:30-1:30 P.M.	7:00-8:00 P.M.	7:30-8:30 P.M.	8:30-9:30 P.M.	6:30 P.M.	7:30 P.M.	ANYTIME	
	Monday, September 9			■					
	Tuesday, September 10	■		■					
	Wednesday, September 11			■					
	Thursday, September 12	■	■				■		
	Friday, September 13							■	
	Monday, September 16		■		■				
	Tuesday, September 17	■	■		■				
	Wednesday, September 18		■		■				
	Thursday, September 19	■							
	Friday, September 20							■	
	Friday, September 27							■	
	Friday, October 4							■	
ALL STUDENTS	EVENT DATE	12:30-1:30 P.M.	7:00-8:00 P.M.	7:30-8:30 P.M.	8:30-9:30 P.M.	6:30 P.M.	7:30 P.M.	ANYTIME	
	Monday, September 23		■		■				
	Tuesday, September 24	■	■		■				
	Wednesday, September 25		■		■				
	Thursday, September 26	■	■				■		
	Monday, September 30		■		■				
	Tuesday, October 1	FORUM	■		■				
	Wednesday, October 2		■		■				
	Thursday, October 3	■	■				■		
	Monday, October 7		■		■				
	Tuesday, October 8	■	■		■				
	Wednesday, October 9		■		■				
	Thursday, October 10	■	■				■		
	Friday, October 11							■	
	Monday, October 14		■						
	<i>October 15-21 — Exams and Interviews — No Events</i>								
	Tuesday, October 22	■			■				
	Wednesday, October 23				■				
	Thursday, October 24	■	■					■	
	Friday, October 25								■
	Monday, October 28				■				
	Tuesday, October 29	■			■				
	Wednesday, October 30				■				
	Thursday, October 31	■							
	Friday, November 1								■
	<i>November 4-5 — Election Day Holiday — No Events</i>								
	Wednesday, November 6				■				
	Thursday, November 7	■	■					■	
	Friday, November 8								■
	Monday, November 11				■		■		
	Tuesday, November 12	■			■		■		
	Wednesday, November 13				■		■		
	Thursday, November 14	■	■				■	■	
	Friday, November 15								■
	Monday, November 18				■		■		
	Tuesday, November 19	■			■		■		
	Wednesday, November 20				■		■		
	Thursday, November 21	■	■				■	■	
	Friday, November 22								■
	Monday, November 25				■		■		
	Tuesday, November 26	■							
	Monday, December 2				■		■		
	Tuesday, December 3	■			■		■		
Wednesday, December 4				■		■			
Thursday, December 5	■								
Friday, December 6								■	

■ Available event time

For information about summer events with the January-entry class, please see [page 11](#).

Campus Directions

Columbia Business School is located in Uris Hall on Columbia University's Morningside Campus.

[View a detailed campus map.](#)

Reaching Uris Hall

Columbia University's Morningside Campus is located at Broadway and 116th Street in Manhattan. For travelers within Manhattan, it is most easily reached by subway (No. 1 train to 116th Street) or taxi.

Enter the campus through the main gates on the east side of Broadway at 116th Street. Walk into the center of campus. On your left will be Low Library, a building with a rotunda and large steps leading up to it. Uris Hall is located directly behind Low Library. Go up the stairs, around Low Library, and you will come to Uris Hall. Once inside, come up the stairs directly to the left of the door. To check in for recruiting, follow the signs. To visit the Career Management Center for any other purpose, take a sharp left at the top of the stairs and come to room 206.

Some classes, interviews, and events also take place in W & J Warren Hall at 115th Street and Amsterdam Avenue. Recruiters will be notified in advance if they will be interviewing in W & J Warren Hall.

By Subway

Take the No. 1 subway train to 116th Street. If you are coming from downtown and are on the No. 2 or 3 express trains, be sure to transfer at or before 96th Street to the No. 1 local train.

From the Airport

A taxi to campus from LaGuardia Airport (the closest airport to campus) will cost approximately \$30-\$40. From JFK Airport there is a flat fare of \$52 plus tolls and tip, and a taxi from Newark Airport costs approximately \$70 to campus (fare, plus tolls and tip). You can also take a bus to Port Authority Bus Terminal or Grand Central Terminal from those locations and transfer to the subway.

By Car

Columbia Business School is best reached by taking the 95-96th Street exit off the Henry Hudson Parkway (West Side Highway). Use the 95th Street offramp. Continue north along Riverside Drive to 116th Street. Turn onto 116th and go straight to reach the campus gates.

[View more detailed driving directions and a list of local garages and hotels.](#)

Career Management Center Staff

Regina Resnick

*Associate Dean and
Managing Director*
212-854-5471
rr247@columbia.edu

**CAREER EDUCATION AND
ADVISING**

Brad Aspel
Director
212-854-8239
ba2120@columbia.edu

Tricia Baione
Associate Director
212-854-6073
pmb2119@columbia.edu

Laurie Boockvar
Associate Director
212-854-7314
lb302@columbia.edu

Diana Levine
Associate Director
212-854-6075
dal2162@columbia.edu

Janet Raiffa
Associate Director
212-854-5471
jrr120@columbia.edu

Alana Waisbrot
Associate Director
212-854-6071
afw2111@columbia.edu

Ronny Bernstein
*Manager, Columbia
Coaching Program*
212-854-0055
rib2106@columbia.edu

Nadege Pacheco
Manager, Innovation Programs
212-854-4892
np2292@columbia.edu

**Career Management Library
and Digital Media Center**

Jay Corcoran
Associate Director
212-854-6070
jc2670@columbia.edu

EMPLOYER RELATIONS

Bruce Lloyd
Director
212-854-8687
bel10@columbia.edu

Emily Bronstein
Associate Director
212-854-8784
eeb2118@columbia.edu

**On-Campus Recruiting Account
Managers**

Amanda Siegelson
*Assistant Director/
Data Management*
212-854-3072
als3@columbia.edu

Irene Lacin
Assistant Director
212-854-3071
il2208@columbia.edu

Savannah Dailey
Manager
212-854-8225
scd1@columbia.edu

Recruiting Events

Natalie Rios
Assistant Director
212-854-8224
nr2229@columbia.edu

Mary Kagan
Recruiting Administrator
212-854-9453
mk2054@columbia.edu

Business Development

Dan Gabriel
Senior Associate Director
212-854-6057
dg2043@columbia.edu

Mark Jordan
Associate Director
212-854-1926
mrj2123@columbia.edu

Résumé Books

Sean McGill
Recruiting Coordinator
212-854-4450
sm156@columbia.edu

**INTERNATIONAL ADVISING AND
BUSINESS DEVELOPMENT**

Thomas W. Monaco
Director
212-854-6072
twm6@columbia.edu

Sabeen Ali
Associate Director
212-854-8239
sa3047@columbia.edu

**EXECUTIVE MBA & MS
CAREER MANAGEMENT**

Mark Horney
Executive Director
212-854-3668
mah66@columbia.edu

Cheryl Surana
*Associate Director,
Marketing and Business
Development*
212-854-5806
cjs2141@columbia.edu

Pamela Welling
Associate Director
212-854-3658
pjw2125@columbia.edu

Mico Zinty
Associate Director
212-854-5891
mmz3@columbia.edu

Mary Reid Ervin Daly
Assistant Director
212-851-9328
mrd2138@columbia.edu

Emily Berges
Program Manager
212-854-5471
emb2230@columbia.edu

**EXTERNAL RELATIONS AND
DEVELOPMENT**
**Corporate and Foundation
Relations**

Elena Piercy
Executive Director
212-854-6953
emp2167@columbia.edu

Casey Collier
Senior Associate Director
212-851-4304
coc2105@columbia.edu

Columbia Business School

3022 Broadway
Uris Hall, Room 206
New York, NY 10027
212-854-5471

cmc@gsb.columbia.edu
gsb.columbia.edu/recruiters
Twitter: @RecruitCBS_MBA