

# ON-CAMPUS RECRUITING: QUICK FACTS

The Career Management Center (CMC) 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.

The full recruiting policies can be found on our website: [www8.gsb.columbia.edu/recruiters/how/on-campus-recruiting](http://www8.gsb.columbia.edu/recruiters/how/on-campus-recruiting)

## FULL-TIME INTERVIEWS

- Columbia Business School has no restrictions on when firms can host full-time interviews. We encourage networking with our September- and January-entering students and select EMBA students prior to the start of the second year.
- On-campus interviews begin **Tuesday, October 17, 2017**.
- Companies should offer an alternate date and time for second-round interviews for students with conflicts.
- Full-time offers, including those to summer interns, must be held open until **Friday, November 10, 2017**, or for three weeks, whichever is later.
- See the [Full-Time Interviews calendar](#) and [full policies](#).

## INTERNSHIP INTERVIEWS

- Application deadlines can begin **Thursday, November 30, 2017**.
- First-round interviews begin **Monday, January 8, 2018**.
- Second-round interviews begin **Thursday, January 11, 2018**.
- Companies should provide an alternate date and time for second-round interviews for students with conflicts.
- Companies interviewing outside of the New York area should inform the CMC of their interview timing in advance. Interviews cannot take place during **blackout dates**.
- **Friday, January 26, 2018** is a class make-up day. No off-campus or second-round interviews are permitted.
- Internship offers may be extended on **Tuesday, January 16, 2018**, after 5 p.m.
- Offers for summer internships must remain open until **Friday, February 16, 2018**, or for two weeks, whichever is later.
- See the [Internship Interviews calendar](#) and [full policies](#).

## CORPORATE EVENTS

- Events for rising second-year and select EMBA students can be held over the summer, especially for the 200 students who entered in January 2017 for May 2018 graduation and did not participate in summer internship recruiting.
- Full-time corporate events begin **September 11, 2017**.
- Internship corporate events begin **September 25, 2017**. Company representatives may not meet with first-year students prior to this date, regardless of event topic.
- The MBA Career Fair will be on **Friday, September 29, 2017** from 11 a.m. to 2 p.m. Companies are encouraged to participate in this event in lieu of holding a standalone presentation.
- Off-campus invitation-only events for first-year students may begin on **November 15** and companies may have one invitation-only event.
- See the [Corporate Events calendar](#) and [full policies](#).

## ACADEMIC TIMELINE/INTERVIEW AND EVENT BLACKOUT DATES (IN GRAY)

### SUMMER TERM 2017

First day of summer term classes May 22  
 Midterm exams June 26–June 29  
 Independence Day holiday June 30–July 4  
 Final exams August 9–14

### FALL TERM 2017

*Labor Day holiday September 4*  
 First day of fall term classes September 5  
*Rosh Hashannah September 20–22*  
 Midterm exams October 17–23  
 (Full-time interviews allowed)  
*Election Day holiday November 3–7*  
*Thanksgiving holiday November 22–24*  
 Study Days/Final Exams December 11–22

### SPRING TERM 2018

Internship Interviews begin January 8  
*Martin Luther King Jr. Day January 15*  
 First day of spring term classes January 23  
 Midterm exams March 5–9  
*Spring break March 12–16*  
 Final exams April 30–May 11  
 Commencement May 16

# RECRUITING CALENDAR: FULL-TIME INTERVIEWS

OCTOBER/NOVEMBER 2017				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
OCTOBER 16	17	18	19	20
ON-CAMPUS INTERVIEWS				
23	24	25	26	27
ON-CAMPUS INTERVIEWS				
30	31	NOVEMBER 1	2	3
ON-CAMPUS INTERVIEWS				ELECTION DAY HOLIDAY (NO INTERVIEWS)
6	7	8	9	10
ELECTION DAY HOLIDAY (NO INTERVIEWS)		ON-CAMPUS INTERVIEWS		Interviews continue through December 8, 2017, and from January 29 to April 27, 2018, with the exception of blackout periods.

## INTERVIEW CALENDAR NOTES

- Full-time offers may be extended at any time. Full-time offers, including those to summer interns, must be held open until Friday, November 10, 2017, or for three weeks, whichever is later.
- Second-round interviews take place off campus and are arranged directly between the recruiter and the candidate. Recruiters should provide an alternate date and time for second-round interviews for students with conflicts.
- Blackout Dates apply.
- View the [full policies](#).

# RECRUITING CALENDAR: INTERNSHIP INTERVIEWS

JANUARY/FEBRUARY 2018				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JANUARY 8	9	10	11	12
FIRST-ROUND INTERVIEWS BEGIN			SECOND-ROUND INTERVIEWS BEGIN	
15	16	17	18	19
Martin Luther King, Jr. Day (University Closed)	Offers may be extended after 5 p.m.			
	FIRST-ROUND INTERVIEWS			
SECOND-ROUND INTERVIEWS				
22	23	24	25	26
Spring-term classes begin				Class Make-up Day (First-round on-campus interviews only. Off-campus or second-round interviews not permitted.)
FIRST-ROUND INTERVIEWS				
SECOND-ROUND INTERVIEWS				
29	30	31	FEBRUARY 1	2
FIRST-ROUND INTERVIEWS				Interviews continue through April 27, 2018, with the exception of blackout periods.
SECOND-ROUND INTERVIEWS				

## INTERVIEW CALENDAR NOTES

- Second-round interviews take place off campus and are arranged directly between the recruiter and the candidate.
- Internship offers must be held open until February 16, 2018, or for two weeks, whichever is later.
- Recruiters should provide an alternate date and time for second-round interviews for students with conflicts.
- **Blackout Dates** apply.
- View the [full policies](#).

# RECRUITING CALENDAR: CORPORATE EVENTS

SEPTEMBER/OCTOBER 2017				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SEPTEMBER 11 Second-Year Events Begin E	12 L E	13 E	14 L E	15 O
18 E	19 L E	20 21 22 ROSH HASHANNAH (NO EVENTS)		
25 First-Year Events Begin E	26 L E	27 E	28 L E	29 MBA Career Fair
OCTOBER 2 E	3 L E	4 E	5 L E	6 O
9 E	10 L E	11 E	12 L E	13 O
16 E	17 18 19 20 MIDTERM EXAMS (NO EVENTS)			
23 MIDTERM EXAMS (NO EVENTS)	24 L E	25 E	26 L	27 O
30 E	31 L E			

## CORPORATE EVENT BLACKOUT DATES

- Rosh Hashannah September 20–22
- Midterm Exams October 17–23
- Election Day Holiday November 3–7
- Thanksgiving November 22–24
- Study Days / Exams December 11–22

## EVENT TIMES AVAILABLE

- L** Lunchtime events Tuesdays & Thursdays only: 12:30–1:30 p.m.
- E** Evening events: 7–8 p.m. or 8:30–9:30 p.m.
- O** Off-campus events: any time
- I** **Invitation-only events:** 6:30–8 p.m. or 8:30–10 p.m.

Breakfast events are allowed 7:30–8:30 a.m. any day except **blackout dates**.

# RECRUITING CALENDAR: CORPORATE EVENTS

NOVEMBER/DECEMBER 2017				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		NOVEMBER 1 E	2 L	3 ELECTION DAY HOLIDAY (NO EVENTS)
6 ELECTION DAY HOLIDAY (NO EVENTS)	7	8 E	9 L E	10 O
13 E	14 L E	15 E I	16 L E I	17 O
20 E I	21 L	22 23 24 THANKSGIVING BREAK (NO EVENTS)		
27 E I	28 L E I	29 E I	30 L E I	DECEMBER 1 O
4 E I	5 L E I	6 E I	7 L	8 Last Day for Events O
11	12	13	14	15 Events may resume January 29, 2018.
STUDY DAYS/FINAL EXAMS/WINTER BREAK (NO EVENTS)				

## EVENTS CALENDAR NOTES

- Internship recruiting events begin **September 25, 2017**. Company representatives may not meet with first-year students prior to this date, regardless of event topic.
- Events with certain clubs must be booked through the CMC. Learn more on the [Recruiters' website](#).
- **Blackout Dates** apply.
- View the [full policies](#).