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.

CORPORATE EVENTS

• Events for rising second-year students can be arranged over the summer, especially for the 200 students who entered in January 2016 for May 2017 graduation and did not participate in internship recruiting.
• Full-time recruiting events begin September 12, 2016.
• Internship recruiting events begin September 26, 2016.

ON THE INTERVIEW DAY

The CMC opens at least 30 minutes before the first interview of the day. If you require access earlier, please inform your account manager. Interviewers are asked to check in with the CMC and provide a business card for our 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, lunch, and Wi-Fi access are available for interviewers.

Interviews will take place in Uris Hall on Columbia University’s Morningside Campus. Interviews may also be in William and June Warren Hall at 1125 Amsterdam Avenue at 115th Street. Recruiters will know in advance if they will be in Warren Hall.

If you have any last-minute needs on the interview day, please call the CMC at 212-854-5471.

See page 18 for detailed directions and a campus map.

FULL-TIME INTERVIEW KEY DATES

• On-campus interviews begin Tuesday, October 18, 2016.
• Off-campus interviews may take place Friday, October 14 (Consulting only); Monday, October 24; or any Friday thereafter.
• Second-round interviews may begin Thursday, October 20, 2016.
• Companies should offer an alternate date and time for second-round interviews for students with conflicts.
• Offers to former summer interns or other post-summer offers for the class of 2017 must be left open until Tuesday, November 1, 2016.
• Offers resulting from off-campus conversations after internships, but before the start of on-campus interviews, must also be left open until at least November 1, 2016.
• Full-time offers resulting from on-campus interviews may be extended on Friday, October 21, 2016, after 5 p.m.
• Offers for full-time employment must remain open until Thursday, December 1, 2016, or for four weeks, whichever is later.

INTERNSHIP INTERVIEW KEY DATES

• Application deadlines can begin Thursday, December 1, 2016.
• On-campus interviews begin Monday, January 9, 2017. See page 16 for industry-specific dates.
• Off-campus interviews may take place Friday, January 13, 2017; Monday, January 23, 2017; or any Friday beginning February 3, 2017.
• Most second-round interviews begin Thursday, January 12, 2017. See page 16 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 13, 2017, after 5 p.m.
• Offers for summer internships must remain open until Friday, February 17, 2017, or for two weeks, whichever is later.

Blackout dates apply.
Welcome to the 2016–17 recruiting season at Columbia Business School. This guide, also available on our website, features the School’s recruiting policies, which are designed to keep a level playing field for both employers and candidates. We expect our recruiting partners to adhere not just to the letter of the policies, but also to the spirit of them. We believe that everyone benefits when candidates are able to make informed and thoughtful career decisions.

The Columbia Business School Career Management Center (CMC) is your dedicated resource for recruiting the exceptional Columbia Business School students and graduates who can successfully lead your organization in a globally competitive world.

Columbia Business School students hail from around the globe and come equipped with diverse backgrounds and experiences, and we encourage you to look at the entire School population when hiring. Visa sponsorship, for those who require it, is easier and less expensive than many recruiters realize. More information about the visa process can be found on our website.

Our experienced and committed staff can help you identify candidates whose skills match your firm’s requirements and hiring needs. The School counts on your continued support as our students give top priority to their academic commitments.

We look forward to partnering with you for all your recruiting needs.

With regards,

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

Regina Resnick
Associate Dean and Managing Director,
Career Management Center

Visit the Career Management Center online: gsb.columbia.edu/recruiters
# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Postings and Résumé Databases</td>
<td>5</td>
</tr>
<tr>
<td>Recruiting Policies</td>
<td>6</td>
</tr>
<tr>
<td>Interview Guidelines</td>
<td>7</td>
</tr>
<tr>
<td>Offer Guidelines</td>
<td>10</td>
</tr>
<tr>
<td>Recruiting Events</td>
<td>11</td>
</tr>
<tr>
<td>Working with Student Clubs and Conferences</td>
<td>14</td>
</tr>
<tr>
<td>Interview Calendars</td>
<td>15</td>
</tr>
<tr>
<td>Corporate Presentation Calendar</td>
<td>17</td>
</tr>
<tr>
<td>How to Get to Columbia Business School</td>
<td>18</td>
</tr>
<tr>
<td>Contact the Career Management Center</td>
<td>19</td>
</tr>
</tbody>
</table>

## ACADEMIC TIMELINE

### SUMMER TERM 2016
- **First day of summer term classes**: May 23
- **Midterm exams**: June 27–July 1
- **Independence Day holiday**: July 4
- **Final exams**: August 9–15

### FALL TERM 2016
- **Labor Day holiday**: September 5
- **First day of fall term classes**: September 6
- **Midterm exams**: October 18–24
- **Election Day holiday**: November 7–8
- **Thanksgiving holiday**: November 23–25
- **Final exams**: December 14–23

### SPRING TERM 2017
- **Martin Luther King Jr. Day**: January 16
- **First day of spring term classes**: January 24
- **Midterm exams**: March 6–10
- **Spring break**: March 13–17
- **Final exams**: May 1–12
- **Commencement**: May 17

*Columbia University closed*
JOB POSTINGS
The CMC offers a variety of ways—in addition to on-campus recruiting—to help organizations recruit Columbia MBA students for full-time and part-time job opportunities, as well as for school-year and summer internships.

Job descriptions may be posted on, and résumés collected through, the Career Opportunity Information Network (COIN), and postings can also be promoted to various student clubs and groups. We also provide a résumé referral service for full-time and summer internship opportunities for students in the spring semester.

Please contact Mark Jordan, associate director, business development, for more information on job postings, résumé collections, and résumé referrals. Note that COIN also accepts job postings targeted to Executive MBA students, students in the Master of Science programs, and Columbia Business School alumni. Recruiters posting jobs for current MBA students should adhere to the policies found in this guide and on the recruiters’ website.

SCHOOL-YEAR INTERNSHIPS
Columbia MBA students are available for school-year internships in fall, spring, and summer semesters. Please post on COIN descriptions of projects, internships, or part-time opportunities that are appropriate for MBA-level skill sets and indicate your expectations for the intern. A misalignment in expectations may adversely affect important relationships.

We believe that all Columbia MBAs deserve to be paid for work they do. However, we recognize that not every firm is able to pay for projects accomplished during the school year. In some instances, course credit may be given for work as an independent study. Employers should be aware of federal guidelines governing unpaid internships. Use this US Department of Labor Fact Sheet to familiarize yourself with these laws.

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 always publicly available and must not be shared.

FULL-TIME RÉSUMÉS
The second-year résumé database featuring the 2017 graduating class can be ordered on the Columbia Business School recruiters’ website 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
Columbia MBA students are available for school-year internships in fall, spring, and summer semesters. Please post on COIN descriptions of projects, internships, or part-time opportunities that are appropriate for MBA-level skill sets and indicate your expectations for the intern. A misalignment in expectations may adversely affect important relationships.

We believe that all Columbia MBAs deserve to be paid for work they do. However, we recognize that not every firm is able to pay for projects accomplished during the school year. In some instances, course credit may be given for work as an independent study. Employers should be aware of federal guidelines governing unpaid internships. Use this US Department of Labor Fact Sheet to familiarize yourself with these laws.

HIRING INTERNATIONAL MBAs:
A GUIDE FOR US EMPLOYERS
Recruiting international students is more straightforward and less expensive than many employers anticipate. Both F-1 and J-1 visas, the visas most commonly held by Columbia MBAs, allow students to work in the United States for up to 15 months before and after graduation with minimal effort and investment by the hiring company. Working with the various nonimmigrant visa options is not as complex as it may seem, and the CMC team is here to help employers navigate the process. Visit the recruiters’ website for more information, or reach out to Michael De Lucia, director, international MBA and MS career management.

RECRUITERS’ GUIDE 2016-17 | GSB.COLUMBIA.EDU/RECRUITERS
Columbia Business School’s recruiting policies exist to ensure a fair recruiting process for all companies and students. Any firm that recruits on campus for any role (full-time OR summer intern) is considered an on-campus recruiting partner, and these policies extend to candidates sourced through job postings or off-campus networking, across all geographic regions and functional areas. Policies for both recruiters and students are on the recruiters’ website.

New and key policies are bolded.

View interview calendars on pages 15 and 16.

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 in to 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 that conduct interviews on campus.

Learn more about Columbia Business School’s recruiter conduct policies.

ON-CAMPUS LOCATIONS

To accommodate as many interviews as possible during non-class time on the initial days of recruiting, the CMC will hold interviews in multiple buildings on campus.

Learn more about traveling to the School and view a campus map.

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. Be aware that, historically, students and companies have expressed concerns that early commitments do not allow full exploration of opportunities for both parties.

Applications from matriculated students for fellowships that include a summer internship may be solicited after Friday, September 30, 2016. 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 at least Friday, February 17, 2017.

POLICY INFRACTIONS

Violations of recruiting policies covering events, interviews and/or employment offers 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/or senior Columbia Business School alumni detailing the offense and placing the company on immediate probation.

- Precluding the firm from one or all of the following:
  - Access to the Columbia Business School résumé database
  - Access to the School’s on-campus recruiting program
  - Receiving preferential interview and corporate presentation dates on campus

- 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 seek full-time associate-level opportunities. To learn more about Columbia’s Executive MBA programs, please visit the Columbia Business School website.
INTERVIEW GUIDELINES

REQUESTING INTERVIEW DATES
Recruiters should submit date requests for interviews and events in the 2016–17 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 by 9 a.m. ET on April 11, 2016, will be given first priority. Every effort will be made to confirm dates by April 20, 2016. Requests received after 9 a.m. ET on April 11, 2016, will be processed after April 20 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 the interview calendar.

APPLICATION DUE DATES
Applications must be solicited through COIN for all positions companies will recruit for on campus. 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. ET one week before the invitation-list due date.

For full-time positions, the earliest application due date is September 21, 2016. For internships, the earliest application due date is December 1, 2016.

OPEN/BID SCHEDULES
Companies report that open/bid schedules are 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.

PREINTERVIEW AND SELL EVENTS
Preinterview events the night before interviews are generally not allowed. Exceptions may be made for companies outside the New York metropolitan area. Please consult Mary Kagan, associate director 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.

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

• October 18, 2016 (full-time opportunities)
• January 9, 2017 (summer internships)

During interview blackout periods, firms should not offer formal interview schedules. Students should not be asked to interview during exam periods. When planning your recruiting schedule, please remember these event blackout dates:

• November 7–8, 2016 (Election Day holiday)
• November 23–25, 2016 (Thanksgiving holiday)
• December 14–23, 2016 (last day of classes/final exams)
• December 26, 2016 through January 23, 2017, (winter break; internship interviews may begin on campus January 9)
• March 6–17, 2017 (midterm exams/spring break)
• May 1–12, 2017 (last day of classes/final exams)

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 for interviews from January 9–13, 2017 are due through COIN by December 14, 2016.
• Invitation lists for all other interviews are due through COIN exactly two weeks (14 calendar days) before the 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.

BEST PRACTICE
Upload job descriptions to COIN as early as possible before your company presentation and be very detailed regarding the position’s function, requirements, location, and work authorization to ensure that you receive the most prepared candidates.
INTERVIEW GUIDELINES CONTINUED

ALL RECRUITING

• Recruiters must advise the CMC of plans to hold off-campus first-round interviews to avoid significant recruiting conflicts. This notice must include the number of candidates to be seen and the expected duration of interviews.

• Students may not miss class for recruiting events or interviews.

• Students should not be expected to interview outside the New York area on class days (Monday through Thursday).

• If candidates are required to travel to other cities to interview, your organization’s policy on travel reimbursement should be clearly outlined in advance.

• 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.

• Recruiters may not hold second-round interviews on the same day as first-round interviews.

• Students should be offered at least one alternate day for second-round interviews and may not miss academic commitments to interview.

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

• Companies should update candidates of their status within two weeks of interviews taking place.

FULL-TIME RECRUITING

• On-campus first-round interviews for full-time positions begin October 18, 2016, and continue through April 28, 2017. October 18 and 19 are reserved for interviews for finance industry or function positions, which are any positions at a financial services company or finance positions at any other company. All other industries and functions can begin first-round interviews on October 20, 2016.

• Off-campus first-round interviews for positions in any industry may take place on Fridays beginning October 21, 2016, and not before. The exceptions are Friday, October 14 (consulting industry only), and Monday, October 24, 2016, which is reserved for off-campus first-round interviews for positions outside the finance industry.

• Second-round interviews may begin October 20, 2016, and continue daily.

• Offers may be extended after 5 p.m. ET on Friday, October 21, 2016, and must remain open until December 1, 2016 or for a minimum of four weeks from receipt of a written offer, whichever is later. See offer guidelines on page 10.

• Offers to former summer interns or other postsummer offers for the class of 2017 must be left open until Tuesday, November 1, 2016.

• See "All Recruiting" policies above.
INTERNSHIP RECRUITING
The first two days of interviews are reserved for finance industry or function positions, which are any positions at a financial services company or finance positions at any other company.

- Finance industry and function positions may either:
  - Hold interviews Monday, January 9, 2017, with second rounds Thursday, January 12, or later.
  - Hold interviews Tuesday, January 10, 2017, with second rounds Wednesday, January 11; Friday, January 13; or later. (Preferable for recruiters traveling internationally.)

- First-round interviews for all industries and functions may begin Wednesday, January 11, 2017.


- Interviews for fellowships or scholarships that include the offer of a summer internship should not take place until January 9, 2017. Offers must be left open in their entirety until at least February 17, 2017.

- Second-round interviews for positions outside of finance industry and functions may begin Thursday, January 12, 2017, 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.

- Offers may be extended after 5 p.m. ET on Friday, January 13, 2017, and must remain open until at least February 17, 2017, or for a minimum of two weeks from receipt of a written offer, whichever is later.

- See "All Recruiting" guidelines on page 8.

INTERNATIONAL RECRUITERS
The School may make exceptions to these policies for international offices after considering the academic calendar.

Firms outside the United States should not disrupt final exams by scheduling interviews from December 14–23, 2016. Firms may not hold first-round interviews before December 1, 2016.

International recruiters with global travel schedules who wish to hold callback interviews immediately following their on-campus first-round interviews should schedule those first-round interviews no earlier than October 19, 2016, for full-time recruiting or January 10, 2017, for finance internship recruiting.

Offers for internships may not be extended until January 13, 2017 and must remain open and unchanged until at least February 17, 2017, or two weeks, whichever is later. Firms that need to request an exception to this policy should notify the CMC as soon as possible for full evaluation of feasibility.
OFFER GUIDELINES

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.

• Companies should not make conditional offers or ask questions implying a conditional offer—for example, “If we made you an offer, would you accept it?” Student feedback indicates that this makes firms appear desperate and lacking confidence in the recruiting process. Furthermore, conditional offers do not allow students time to consider their options.

• Hiring organizations should inform students of their status and/or timeline for decisions within two weeks of their interviews, regardless of students’ status.

• 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 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, senior 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.

FULL-TIME OFFERS

• Offers may be extended after 5 p.m. ET on Friday, October 21, 2016. Firms may not invite students to sell events or other postinterview events until an offer has been extended.

• Offers must remain open until at least December 1, 2016, or for a minimum of four weeks from receipt of a written offer, whichever is later. Offers extended after February 1, 2017, must remain open for a minimum of two weeks.

• Full-time offers to students who completed summer internships at your company must be held open until at least November 1, 2016.

• Offers resulting from off-campus conversations after internships, but before the start of on-campus interviews, must also be left open until at least November 1, 2016.

INTERNSHIP OFFERS

• Offers may be extended after 5 p.m. ET on Friday, January 13, 2017. Firms may not invite students to sell events or other postinterview events until an offer has been extended.

• Offers must remain open until at least February 17, 2017, or for a minimum of two weeks from receipt of a written offer, whichever is later.

• No offers should be extended at conferences or expos in advance of on-campus recruiting. Historically, students and companies have expressed the concern that early commitments do not allow for full exploration of opportunities for both parties.

• Offers for fellowships should also follow the above guidelines. For more information on fellowships, see page 6.
RECRUITING EVENTS

Recruiting events include any informational, educational, 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 allowable dates and times for on- and off-campus events, please see the guidelines below and the corporate presentation calendar on page 17.

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

All organizations hosting multiple recruiting events, through the CMC or through student clubs, are asked to convey a clear message to students 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 12 or September 26, depending on the class year, to November 11, 2016, but in some cases may be scheduled until December 9, 2016. 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. The CMC is not responsible for these contracts. 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.

BEST PRACTICES

• Be explicit about divisions, functions, geographic locations, and work authorizations (especially if they vary by position or function) for your on-campus recruiting opportunities.

• Each event should include a robust number of company representatives to maximize student-company interactions.

• The duration of events must be no more than 60 minutes. Most events typically reserve most time for networking, preceded by a concise company overview presentation.

• Plan an event during summer 2016 to meet the January 2016 entrants of the class of 2017.

• Disregard for academic priorities or a highly aggressive approach to recruiting 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, time, and venue preferences, but the presentation calendar will be based on the interview calendar and venue availability. Requests will be finalized by the end of May in the order in which they were received. For more information, please contact Mary Kagan, associate director 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 pre-recruiting presentations. Every effort is made to avoid conflicts within industries and functions.

View the corporate presentation calendar on page 17.

RSVPs*

RSVPs for events planned by the CMC may be captured in COIN. Be advised that certain venues have capacity limits. For catering purposes, it is advisable to reduce RSVP numbers by 25 percent.

* 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.
GUIDELINES FOR SECOND-YEAR-ONLY EVENTS

• On-campus corporate presentation events exclusively for second-year students may take place on specific dates from September 12 to October 17, 2016, and again from October 25 to December 9, 2016. Events must be no more than 60 minutes long; 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 15, 2016.

• Company representatives may not meet with first-year students prior to September 26, 2016.

• Invitation-only events must be cleared through Mary Kagan to avoid conflicts with other firms in your industry.

GUIDELINES FOR JOINT-YEAR OR FIRST-YEAR-ONLY EVENTS

• No events involving first-year students may take place before September 26, 2016.

• Corporate presentations targeting both class years or only first-year students may be scheduled on specific dates from September 26 to October 17, and again from October 25 to November 11, and in some cases to December 9, 2016. Events must be no more than 60 minutes long and event blackout periods apply.

• International recruiters: Exams take place from October 18 to October 24, 2016. This is an event blackout period. However, there may be some flexibility for visiting international recruiters. You must discuss your specific situation with the CMC for any exceptions.

• Off-campus presentations and events including first-year students may be held on Thursday evenings after 7:30 p.m. beginning September 29, 2016, or anytime on Fridays beginning September 30, 2016.

• Off-campus invitation-only events may take place any evening after 6:30 p.m. between November 14 and December 8, 2016 (except during blackout periods). These events must be coordinated through Mary Kagan.

• Companies may request only one invitation-only event of any size during the off-campus evening event period.

• Content events must have a stated purpose in order to be booked on the calendar.

GUIDELINES FOR OFF-CAMPUS EVENTS

• Events 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 11, 2016. These events must be approved by the CMC so that event dates are not overbooked.

• Firms may plan one invitation-only off-campus evening event between November 14, 2016, and December 8, 2016, excluding blackout dates. These events will take place from 6:30–8:00 p.m. or 8:30–10:00 p.m. Submit your date/time requests through COIN. Beginning in mid-June, we will assign dates/times in consultation with companies. Requests received after June 15, 2016, will be evaluated on a first-come, first-served basis.

• Day-in-the-life events should not exceed 120 minutes. Based on repeated feedback, candidates and companies find events that last longer to be counterproductive.

• 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 not scheduled through COIN. Every effort is made to avoid conflicts within industries and functions.

• See page 6 for information regarding policy infractions.

MBA CAREER FAIR

For the fall 2016 recruiting season, the CMC will be hosting a new event—the MBA Career Fair—for companies that are new to recruiting at Columbia Business School or have not generated a high number of attendees at past events. Additionally, companies that don’t typically participate in on-campus recruiting are invited to attend as well. The MBA Career Fair will be in lieu of a standalone corporate presentation and will allow companies to meet with a larger number of candidates earlier in the recruiting season.

The MBA Career Fair will be held in late September from 11:30 a.m. to 3:30 p.m. ET, exact date TBD. There will be no charge for this interactive and beneficial event. For more information, contact Mary Kagan.
**IMMERSION PROGRAMS**
Recruiting organizations may offer selective, short-term, intensive programs for January entrants between August 16 and September 2, 2016. Contact Mary Kagan to coordinate presentations, applications, and interviews for these programs.

**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 Cecilia Manzolillo before September 16, 2016, so that the CMC can advise students and assist them in managing their schedules.

**SUMMER EVENTS**
- Companies may offer receptions during the summer at off-campus locations for all students who will participate in full-time recruiting in fall 2016. Beginning in June, the CMC will offer 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.
- Contact the CMC to plan or promote a summer reception or request a summer directory for all rising second years.

**EVENT BLACKOUT DATES**
Recruiting events of any size planned through the CMC or with student clubs may not be held during exams. Event blackout dates are as follows:

- June 27–July 4, 2016 (midterm exams/Independence Day holiday)
- August 9–15, 2016 (last day of classes/final exams)
- August 16–September 5, 2016 (summer break/start of fall term/Labor Day)
- October 18–24, 2016 (midterm exams)
- November 7–8, 2016 (Election Day holiday)
- November 23–25, 2016 (Thanksgiving holiday)
- December 14–23, 2016 (last day of classes/final exams)
- December 26, 2016, through January 23, 2017 (winter break/study tours)
- March 6–17, 2017 (midterm exams/spring break)
- May 1–12, 2017 (last day of classes/final exams)

**PUBLICIZING EVENTS**
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 School’s listserv. E-mails must be sent at least 48 hours before the event and will be reviewed and approved prior to distribution. E-mails sent less than two business days before the event might not be released in time.

**OTHER ENGAGEMENT OPPORTUNITIES**
- The Career Leadership Institute offers students opportunities to practice leadership skills across all industries. Contact Mark Horney for more information.
- Connect industry expertise and the School’s intellectual capital in and out of the classroom by contacting Khalid Azim, director, strategic curricular networks and partnerships, to get involved.

**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.

**BEST PRACTICE**
Announce your informational-interview policy at your firm-wide event and inform the CMC to help publicize it.
The CMC helps clubs manage their calendars, keep a level recruiting playing field, and minimize conflicts by preapproving events on behalf of clubs with a high volume of events. Student feedback consistently indicates a preference for fewer events; each event should include a robust number of company representatives to maximize student-company interaction.

Companies planning to hold events with the clubs listed below must request event dates through the CMC.

- Black Business Students Association (BBSA)
- Columbia Women in Business (CWiB)
- Investment Banking Club
- Management Consulting Association
- Marketing Association of Columbia (MAC)

Note: BBSA, CWiB, and MAC have sponsorship requirements that must be met. For more information, please contact respective club leaders.

**PROPOSING EVENTS**

To propose a club-related event for the above clubs in the fall, request a company event in COIN and choose “High-Volume Club Event” to indicate preferred and alternate dates and times, as well as the content of the event. The CMC 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.

Companies may begin booking events with clubs on June 15, 2016. All clubs, including those mentioned above, must have their fall on- or off-campus events on the School’s event calendar by October 3, 2016. Club events planned after that date must be approved by the administration on a case-by-case basis and run the risk of limited or no room availability.

**CLUB AND CONFERENCE CONTACTS**

Industry and affinity-group 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 Laura Lee, Senior Associate Director, Corporate and Foundation Relations. Events featuring high-profile guest speakers must be booked through Corporate and Foundation Relations.

**CLUB EVENT TIMES**

Please review the presentation calendar on page 17 to plan events for each class year. To avoid conflicts with other company events, it is best to avoid these event times when planning student club events. Contact Mary Kagan for more information.

During a typical week in the fall, clubs will be able to hold events at the following times:

- Breakfast: ending before 8:45 a.m. (on campus) or 8:15 a.m. (off campus) to allow students to travel to 9 a.m. classes
- Select lunch periods (12:30 to 2 p.m.) on Tuesdays and Thursdays (on campus only)
- Early evening: from 5:45 to 6:45 p.m. (on campus only; firm end time due to other evening events)
- Anytime on Fridays (after September 30, 2016, for first-years)

**EXCEPTIONS**

- Clubs may not include first-year students in any corporate or “educational” events sponsored by companies until September 26, 2016. Before this date, events must be for second-year students only.
- Targeted invitation-only off-campus events for banking and consulting may be held from November 14 to December 9, 2016. Companies will be able to hold one invitation-only event during this time, and this event must be requested through COIN. After requesting the event, companies will work with the CMC to find the best possible date for events.
- Events may not take place during blackout periods.
# INTERVIEW CALENDAR: FULL-TIME RECRUITING

## OCTOBER/NOVEMBER 2016

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OFF-CAMPUS 1ST ROUNDS — CONSULTING ONLY</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>ON-CAMPUS 1ST ROUNDS — FINANCE INDUSTRY OR FUNCTION ONLY</td>
<td>ON-CAMPUS 1ST ROUNDS — ALL INDUSTRIES</td>
<td>2ND ROUNDS — ALL INDUSTRIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>ON-CAMPUS 1ST ROUNDS — ALL INDUSTRIES</td>
<td>Fall-term classes resume (no on-campus interviews)</td>
<td>ON-CAMPUS 1ST ROUNDS — ALL INDUSTRIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1ST ROUNDS — ALL INDUSTRIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>ON-CAMPUS 1ST ROUNDS — ALL INDUSTRIES</td>
<td>2ND ROUNDS — ALL INDUSTRIES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### INTERVIEW CALENDAR NOTES

- Interviews continue in this manner through December 9, 2016, and from January 30 to April 28, 2017, with the exception of blackout periods.
- Finance industry or functions refers to any position at a financial services company or a finance position at any other company.
- Second-round interviews take place off campus and are arranged directly between the recruiter and the candidate.
- Learn more about second-round interview policies on page 8.
## INTERVIEW CALENDAR: INTERNSHIP RECRUITING

### JANUARY/FEBRUARY 2017

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>On-campus 1st rounds—finance industry and functions only</td>
<td>2nd rounds—finance industry and functions only*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King Day (no on-campus interviews)</td>
<td>On-campus 1st rounds—all industries</td>
<td>2nd rounds—all industries</td>
<td>Off-campus 1st rounds</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>23</th>
<th>24</th>
<th>25</th>
<th>26</th>
<th>27</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus 1st rounds—all industries</td>
<td>2nd rounds—all industries</td>
<td>Off-campus 1st rounds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>30</th>
<th>31</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus 1st rounds—all industries</td>
<td>2nd rounds—all industries</td>
<td>Off-campus 1st rounds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### INTERVIEW CALENDAR NOTES

- Interviews continue in this manner through April 28, 2017, with the exception of blackout periods.
- Finance industry or functions refers to any position at a financial services company or a finance position at any other company.
- Second-round interviews take place off campus and are arranged directly between the recruiter and candidate.
- Learn more about second-round interview policies on page 8.

*See page 8 for finance-specific second-round interview policies.*
# Corporate Presentation Calendar

<table>
<thead>
<tr>
<th>Event Date</th>
<th>On Campus</th>
<th>Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12:30-1:30 P.M.</td>
<td>7:00-8:00 P.M.</td>
</tr>
<tr>
<td>Monday Sept. 12</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Tuesday Sept. 13</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Wednesday Sept. 14</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Thursday Sept. 15</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Friday Sept. 16</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Monday Sept. 19</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Tuesday Sept. 20</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Wednesday Sept. 21</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Thursday Sept. 22</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Friday Sept. 23</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

**2nd-Year Students Only**

<table>
<thead>
<tr>
<th>Event Date</th>
<th>On Campus</th>
<th>Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12:30-1:30 P.M.</td>
<td>7:00-8:00 P.M.</td>
</tr>
<tr>
<td>Monday Sept. 26</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Tuesday Sept. 27</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Wednesday Sept. 28</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Thursday Sept. 29</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Friday Sept. 30</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

**October 3 — Rosh Hashanah — No Events**

<table>
<thead>
<tr>
<th>Event Date</th>
<th>On Campus</th>
<th>Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12:30-1:30 P.M.</td>
<td>7:00-8:00 P.M.</td>
</tr>
<tr>
<td>Tuesday Oct. 4</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Wednesday Oct. 5</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Thursday Oct. 6</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Friday Oct. 7</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Monday Oct. 10</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Tuesday Oct. 11</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

**October 12 — Yom Kippur — No Events**

<table>
<thead>
<tr>
<th>Event Date</th>
<th>On Campus</th>
<th>Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12:30-1:30 P.M.</td>
<td>7:00-8:00 P.M.</td>
</tr>
<tr>
<td>Thursday Oct. 13</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Friday Oct. 14</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Monday Oct. 17</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

**October 18-24 — Exams and On-Campus Recruiting — No Events**

<table>
<thead>
<tr>
<th>Event Date</th>
<th>On Campus</th>
<th>Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12:30-1:30 P.M.</td>
<td>7:00-8:00 P.M.</td>
</tr>
<tr>
<td>Tuesday Oct. 25</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Wednesday Oct. 26</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Thursday Oct. 27</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Friday Oct. 28</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Monday Oct. 31</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Tuesday Nov. 1</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Wednesday Nov. 2</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Thursday Nov. 3</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Wednesday Nov. 9</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Thursday Nov. 10</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Friday Nov. 11</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Monday Nov. 14</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Tuesday Nov. 15</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Wednesday Nov. 16</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Thursday Nov. 17</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Friday Nov. 18</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Monday Nov. 21</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Tuesday Nov. 22</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

**November 7-8 — Election Day Holiday — No Events**

<table>
<thead>
<tr>
<th>Event Date</th>
<th>On Campus</th>
<th>Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12:30-1:30 P.M.</td>
<td>7:00-8:00 P.M.</td>
</tr>
<tr>
<td>Wednesday Nov. 7</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Thursday Nov. 8</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Friday Nov. 11</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Monday Nov. 14</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Tuesday Nov. 15</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Wednesday Nov. 16</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Thursday Nov. 17</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Friday Nov. 18</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Monday Nov. 21</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Tuesday Nov. 22</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

**November 23-25 — Thanksgiving Holiday — No Events**

<table>
<thead>
<tr>
<th>Event Date</th>
<th>On Campus</th>
<th>Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12:30-1:30 P.M.</td>
<td>7:00-8:00 P.M.</td>
</tr>
<tr>
<td>Monday Nov. 28</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Tuesday Nov. 29</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Wednesday Nov. 30</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Thursday Dec. 1</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Friday Dec. 2</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Monday Dec. 5</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Tuesday Dec. 6</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Wednesday Dec. 7</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Thursday Dec. 8</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Friday Dec. 9</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

**2nd-Year-Only Events**

**1st-Year, 2nd-Year, or Joint-Year Events**

**Invitation-Only Events**

See page 12 for more information.
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 staircase leading up to it. Uris Hall is directly behind Low Library. Go up the stairs, around Low Library, and you will arrive at Uris Hall. Once inside, come up the stairs immediately on your left. 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 at William and June Warren Hall at 115th Street and Amsterdam Avenue. Recruiters will be notified in advance if they will be interviewing at Warren Hall.

BY SUBWAY
Take the No. 1 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 or taxi.

FROM THE AIRPORT
A taxi to campus from LaGuardia Airport (the closest airport to campus) will cost approximately $40–$50. 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 the 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 125th Street exit off the Henry Hudson Parkway (NY-9A or West Side Highway).

From uptown/driving south: After exiting, continue on surface street to 132nd Street. Turn left onto 132nd Street, then turn right onto Broadway. Head south to the campus gates at 116th Street.

From downtown/driving north: After exiting, continue on surface street to 130th Street. Turn right onto 130th Street, then turn right onto Broadway. Head south to the campus gates at 116th Street.

View more detailed driving directions and a list of local garages and hotels.
CONTACT THE CAREER MANAGEMENT CENTER

Regina Resnick
Associate Dean and Managing Director
212-854-5471
rr247@gsb.columbia.edu

**EMPLOYER RELATIONS**
Bruce Lloyd
Senior Director
212-854-8687
bel10@gsb.columbia.edu

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

**On-Campus Recruiting Account Managers**
Nadege Jean-Romain
Assistant Director
212-854-3071
np2292@gsb.columbia.edu

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

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

**Recruiting Events**
Mary Kagan
Associate Director
212-854-8224
mk2054@gsb.columbia.edu

Cierra Jones
Recruiting Administrator
212-854-9453
cj2415@gsb.columbia.edu

**Business Development**
Dan Gabriel
Senior Associate Director
212-854-6057
dg2043@gsb.columbia.edu

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

**Résumé Databases**
Sean McGill
Recruiting Coordinator
212-854-4450
sm156@gsb.columbia.edu

**INTERNATIONAL MBA AND MS CAREER MANAGEMENT**
Michael De Lucia ’89
Director
212-854-5806
mad100@gsb.columbia.edu

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

Amber Deister
Assistant Director
212-851-7523
amber.deister@gsb.columbia.edu

**EXECUTIVE MBA CAREER MANAGEMENT**
Mark Horney ’97
Assistant Dean
212-854-3668
mah66@gsb.columbia.edu

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

**Executive MBA Career Management**
Dai Nguyen
Associate Director
212-851-9328
hn2289@gsb.columbia.edu

Michele Rankin
Associate Director
212-851-3658
mr3459@gsb.columbia.edu

Mico Zinty ’93
Associate Director
212-854-5891
mzn3@gsb.columbia.edu

Will Quinn
Program Manager
212-854-9045
wq2129@gsb.columbia.edu

Hannah Chase
Manager of Multimedia
212-854-6846
hc2389@gsb.columbia.edu

**Columbia Coaching Program**
Irene Lasic
Associate Director
212-854-0055
il2208@gsb.columbia.edu

Alumni Career Management
Nicole Gehmann
Senior Associate Director
212-854-8821
ng2471@gsb.columbia.edu

**CAREER EDUCATION AND ADVISING**
Tricia Baione ’09
Director
212-854-6073
pmb2119@gsb.columbia.edu

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

Jennifer Anderson Merchant ’01
Senior Associate Director
212-854-5520
jla47@gsb.columbia.edu

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

Cecilia Manzollillo
Associate Director
212-854-9527
cm3548@gsb.columbia.edu

Ida Martin
Manager
212-854-4892
im2386@gsb.columbia.edu

Lauren Saxton
Reception Coordinator
212-854-6071
ls3335@gsb.columbia.edu

**Career Management Library and Digital Media Center**
Jay Corcoran
Associate Director
212-854-7454
jc2670@gsb.columbia.edu

**EXTERNAL RELATIONS AND DEVELOPMENT**
Corporate and Foundation Relations
Elena Piercy
Executive Director
212-854-6953
emp2167@gsb.columbia.edu

Laura Lee
Senior Associate Director
212-851-4304
ll2125@gsb.columbia.edu

**DEAN’S OFFICE**
Strategic Curricular Networks and Partnerships
Khalid Azim
Director
212-854-2686
ka2540@gsb.columbia.edu

To access the Recruiters’ Guide online, post jobs, or have your questions answered:

VISIT
gsb.columbia.edu/recruiters

E-MAIL
cmc@gsb.columbia.edu

CALL
212-854-5471