The Career Management Center (CMC) looks forward to working with you for all of your hiring needs. Columbia Business School's recruiting policies strive to provide a fair recruiting process for both companies and students and apply to all companies that engage with the School regardless of whether recruiting takes place on or off campus. This applies to all companies that post jobs and that engage with student clubs, programs, and centers, as well. The full recruiting policies can be found on our website at columbia.business/recruiting.

Recruiting Events
Columbia Business School looks forward to the return of in-person events this fall, barring the necessity to reinstate public health protocols. Having doubled the amount of space in the move to the new Manhattanville campus, the School looks forward to hosting companies, in addition to facilitating the use of off-campus venues. Virtual events will continue to be available to any company that incorporates online presentations and coffee chats into its recruiting strategy. All events, both on and off campus as well as those offered virtually, must be cleared in advance with the CMC to ensure a conflict-free calendar. Please review the Company Events section for more details.

Diversity Hiring
Columbia Business School is a proud member of the Consortium as the 21st member school, and the Class of 2024 is the inaugural class of Consortium students. Please contact the CMC if you would like to discuss your diversity hiring strategy at CBS, including pre-MBA programs. The CMC partners with student affinity clubs such as Black Business Student Association (BBSA), Hispanic Business Association (HBA), Cluster Q (LGBTQ+), Military in Business Association (MIBA) and Columbia Women in Business (CWiB). We also have relationships with diversity partner organizations, such as Management Leadership for Tomorrow (MLT), Toigo, Forté Foundation and Reaching Out.

While the CMC encourages the opportunity for diversity candidates to engage in early education and networking, we strongly believe that students should be given the opportunity to interview along with their peers during the academic year proscribed campus timeline. In all cases, CBS expects any early internship offers to be kept open until the earliest offer reply date of February 3, 2023.

We are happy to work with you on best practices for the diverse CBS community.
Company Events

— All formal and informal events, including those targeting student clubs, must be submitted through COIN for the CMC to ensure a conflict-free calendar. Examples of events include, and are not limited to: company information sessions, practice area and regional presentations, diversity events, office hours, social events, invite-only events, multi-school events, and all networking events.

— Summer Semester 2022: January-term and EMBA students are in class over the summer and are available for information sessions and networking events for full-time opportunities.

— Fall Semester 2022: Companies are limited to hosting three events (including virtual events) per class year, in addition to a diversity event.*

• Examples of events that fall under this policy include: company information sessions, practice area networking events, social events, and invite-only events.

• Examples of events excluded from this policy include: coffee chats, multi-school events and multi-firm events. Individual and small group coffee chats and informational interviews may be scheduled directly with students, but students must not be asked to miss class. It is recommended to follow event date and time guidelines to ensure a student does not have an academic commitment. We encourage companies to be flexible when offering students the opportunity to engage in coffee chats.

• Different divisions (e.g., investment banking vs. asset management) or geographic offices within a company may qualify as separate entities for the purpose of this policy, but firms must receive prior approval from the CMC before planning an event.

— Companies may not host events, including informal networking, on blackout dates. No multi-school events during the exam period will be marketed to students.

— Company events targeting only second-year students begin Tuesday, September 6, 2022, however companies may choose to host off-campus events the week of August 29, 2022, as long as they begin no earlier than 6:30pm.

— Company events targeting first-year students begin Wednesday, September 21, 2022. Company representatives may not interact with first-year students in any capacity starting Monday, August 22, 2022 through Tuesday, September 20, 2022.

— The School’s Annual Fall Career Fair will take place on Friday, September 23, 2022 from 11am to 2pm. Companies may participate in this event in lieu of holding a standalone event. No other company events may be booked on this day.

— Small group invitation-only events for first-year students begin October 24, 2022. Each company may host one small group invitation-only event between October 24 and December 8, 2022. No invitation-only events, formal or informal, may take place after this date.

— See the Company Event calendar and full policies [2].

* Companies may host multiple diversity events, but must not allow individual students to attend more than one diversity event of their choice.

Company Blackout Dates

— September 9
  Class Make-up Day

— September 23
  Fall Career Fair

— September 26–27
  Rosh Hashanah

— October 4
  Yom Kippur Eve

— October 5
  Yom Kippur

— October 7
  1st-Year LEAD Class
  2nd-Year daytime and 1st-Year evening events allowed

— October 17–21
  Exams

— November 4–November 8
  Fall Break

— November 23–25
  Thanksgiving

— December 9–February 3
  Exams/Winter Break/1st-Year Interviews

— March 6–17
  Exams and Spring Break
### Recruiting Calendar: Company Events
#### September and October 2022

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<td>Labor Day</td>
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<td>Fall Term Begins</td>
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<td>Rosh Hashanah</td>
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- Events targeting first-year students begin September 21, 2022. Company representatives may not interact with first-year students prior to this date.

- All event requests, including those targeting student clubs, must be submitted through COIN in order for the CMC to ensure a conflict-free calendar. Individual and small group coffee chats and informational interviews may be scheduled directly with students, but students must not be asked to miss class. It is recommended to follow event date and time guidelines to ensure a student does not have an academic commitment. We encourage companies to be flexible in offering students the opportunity to engage in coffee chats. Blackout Dates apply.

- View the full policies [here](#).

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**Recruiting Calendar:**
- **Company Events September and October 2022**

**Breakfast events** Monday through Thursday: 7:15 a.m.-8:15 a.m.

**First-Year Lunchtime events** Monday through Thursday: 12:30 p.m.-1:30 p.m.

**Second-Year Lunchtime events** Tuesday and Thursday: 12:30 p.m.-1:30 p.m.

**Evening events** Monday through Thursday: 6:00 p.m.-7:00 p.m. and 8:00 p.m.-9:00 p.m. Off-campus events may not begin before 6:30 p.m.

**Friday events:** 8:00 a.m.-9:00 a.m., 10:00 a.m.-11:00 a.m., 12:30 p.m.-1:30 p.m., 3:00 p.m.-4:00 p.m., 5:00 p.m.-6:00 p.m., and 7:00 p.m.-8:00 p.m.
Recruiting Calendar: Company Events
November and December 2022

- Breakfast events Monday through Thursday: 7:15 a.m.-8:15 a.m.
- First-Year Lunchtime events Monday through Thursday: 12:30 p.m.-1:30 p.m.
- Second-Year Lunchtime events Tuesday and Thursday: 12:30 p.m.-1:30 p.m.
- Evening events Monday through Thursday: 6:00 p.m.-7:00 p.m. and 8:00 p.m.-9:00 p.m.
- Off-campus events may not begin before 6:30 pm
- Friday events: 8:00 a.m.-9:00 a.m., 10:00 a.m.-11:00 a.m., 12:30 p.m.-1:30 p.m., 3:00 p.m.-4:00 p.m., 5:00 p.m.-6:00 p.m., and 7:00 p.m.-8:00 p.m.
**Full-Time Interviews**

- The CMC will be pleased to host on-campus interviews (barring the necessity to reinstate public health protocols) for interviews taking place Monday, October 3, 2022 or later.

- Companies should offer an alternate date and time for second-round interviews for students with scheduling conflicts.

- Interviews may not take place during blackout dates.

- Full-time offers, including those to summer interns, must be held open until Friday, November 4, 2022, or for three weeks, whichever is later.

- 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 and the incentive is aligned with the spirit of the recruiting process (e.g., group-specific offers which may convert to generalist offers).

**Internship Interviews**

- No interviews or offers are permitted between August 22, 2022 and January 2023, as indicated below. Exceptions may be allowed for certain international and regional offices outside of the New York tri-state area, only with prior approval from the CMC.

- The CMC will be pleased to host on-campus interviews (barring the necessity to reinstate public health protocols) starting in January as indicated below.

- Application deadlines may not occur before Monday, November 28, 2022.

- First-round interviews for investment banking begin Wednesday, January 4, 2023, with second rounds permitted starting Saturday, January 7, 2023.

- Offers for investment banking internships may not be extended before 5pm EST on Tuesday, January 10, 2023.

- First-round interviews for all other industries begin Monday, January 9, 2023.

- Second-round interviews for all other industries begin Friday, January 13, 2023.

- Offers for industries outside of investment banking may be extended anytime after the completion of first-round interviews.

- Companies should offer an alternate date and time for second-round interviews for students with scheduling conflicts.

- Interviews may not take place during blackout dates.

- All summer internship offers in all industries must remain open until Friday, February 3, 2023, or for three weeks, whichever is later.

- Offers extended after February 26, 2023 must remain open for at least seven calendar days.
# Recruiting Calendar: Full-Time Interviews

**October and November 2022**

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<td>4</td>
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<td>Yom Kippur</td>
<td>No Interviews</td>
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**Interview Calendar Notes**

- Full-time offers to summer interns may be extended at any time.
- Full-time offers, including those to summer interns, must be held open until Friday, November 4, 2022 or for three weeks, whichever is later.
- Interviews may not take place during blackout dates.
- View the full policies.

Full-time interviews continue through December 9, 2022, with the exception of blackout dates.
Recruiting Calendar: Internship Interviews
January and February 2023

Interview Calendar Notes
- All summer internship offers in all industries must remain open until Friday, February 3, 2023, or for three weeks, whichever is later.
- Offers extended after February 26, 2023 must remain open for at least seven calendar days.
- Fridays are reserved exclusively for second-round interviews through February 3, 2023.
- Companies should offer an alternate date and time for second round interviews for students with scheduling conflicts.
- Interviews may not take place during blackout dates.
- View the full policies.

January
2 No Interviews
3 No Interviews

4
5
6

Investment Banking First-Round Interviews

9
10

11
12

All Industries Second-Round Interviews

13

February
1
2

3

Interviews continue through April 28, 2023, with the exception of blackout periods.

Martin Luther King Jr. Day
No Interviews

16
17

18
19

All Industries First-Round Interviews

20

23
24

25
26

All Industries Second-Round Interviews

27

30
31

Fridays are reserved exclusively for second-round interviews through February 3, 2023.

Companies should offer an alternate date and time for second round interviews for students with scheduling conflicts.

Interviews may not take place during blackout dates.

View the full policies.