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## ACADEMIC TIMELINE 2014–15

**SUMMER TERM 2014**
- First day of summer term classes: May 27
- Midterm exams: June 26–July 3
- Independence Day holiday*: July 4
- Final exams: August 7–15

**FALL TERM 2014**
- First day of fall term classes: September 2
- Midterm exams: October 14–20
- Election Day holiday*: November 3–4
- Thanksgiving holiday*: November 26–30
- Final exams: December 8–19

**SPRING TERM 2015**
- Martin Luther King Jr. Day*: January 19
- First day of spring term classes: January 27
- Midterm exams: March 9–13
- Spring break: March 14–22
- Final exams: April 30–May 15
- Commencement: May 20

*Columbia University closed

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Manage your recruiting activities on the Career Opportunity Information Network (COIN).

Connect with dedicated account managers for on-campus recruiting interviews and related activities.

Post summer and school-year internships, part-time, full-time, and experienced-hire opportunities: [gsb.columbia.edu/jobpost](http://gsb.columbia.edu/jobpost).

Search online résumé databases, which include student and alumni profiles and career preferences.
ON-CAMPUS RECRUITING QUICK FACTS

POLICIES
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 2014 for May 2015 graduation and did not participate in internship recruiting.
• Full-time recruiting events begin September 8, 2014.
• Internship recruiting events begin September 22, 2014.
• Blackout dates apply.

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 will be 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 W & J Warren Hall at 1125 Amsterdam Ave. at 115th Street. Recruiters will know in advance if they will be in Warren.

See page 17 for detailed directions and a campus map.

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

FULL-TIME INTERVIEW KEY DATES
• On-campus interviews begin Tuesday, October 14, 2014.
• Off-campus interviews may take place Friday, October 10; Monday, October 20; or any Friday thereafter.
• Second-round interviews may begin Thursday, October 16, 2014.
• 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, October 31, 2014.
• Full-time offers may be extended on Friday, October 17, 2014, after 5 p.m.
• Offers for full-time employment must remain open until Monday, December 1, 2014, or for four weeks, whichever is later.
• Blackout dates apply.

INTERNSHIP INTERVIEW KEY DATES
• Application deadlines can begin Tuesday, December 2, 2014.
• On-campus interviews begin Monday, January 12, 2015. Please see page 8 for industry-specific dates.
• Off-campus interviews may take place Friday, January 16; Tuesday, January 20; or Friday, January 23, 2015; or any Friday thereafter.
• Most second-round interviews begin Thursday, January 15, 2015. See page 8 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 16, 2015, after 5 p.m.
• Offers for summer internships must remain open until Friday, February 20, 2015, or for two weeks, whichever is later.
• Blackout dates apply.
Welcome to the 2014–15 recruiting season at Columbia Business School. This guide, also found on the Columbia Business School recruiters’ website, highlights the School’s recruiting policies.

Our Career Management Center (CMC) is your dedicated resource for recruiting the exceptional men and women who can successfully lead your organization in a globally competitive world.

With the knowledge our students gain both inside and outside the classroom, they are poised to make an immediate, measurable impact on the forces shaping business today. Employers who hire our MBAs consistently praise the analytical skills, decision-making ability, and entrepreneurial mindset 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 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 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.

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

Follow the CMC for recruiting news:
@RecruitCBS_MBA
JOB POSTINGS
In addition to visiting campus to conduct interviews, organizations may also collect applications by posting positions on the School’s Career Opportunity Information Network (COIN) 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 for 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.

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. If job descriptions are uploaded late (less than one month prior to the application deadline) or are ambiguous, companies may be disappointed in application numbers.

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 2015 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 2014 entering class, may be ordered online and will be available in November 2014.

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, 2014, although résumés may still be in draft stages at that time. Requesting résumés early does not replace an official application due date.
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 and 15.

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.

ON-CAMPUS LOCATIONS
To accommodate as many interviews as possible during nonclass 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.

Applications from matriculated students for fellowships that include a summer internship may be solicited after Monday, September 22, 2014. 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 20, 2015.

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.

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 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.
REQUESTING INTERVIEW DATES
Recruiters should submit date requests for interviews and events in the 2014–15 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. ET on April 28, 2014, will be given first priority. Every effort will be made to confirm dates by May 6, 2014. Submissions received after 9 a.m. ET on April 28, 2014, will be processed after May 5 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.

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 15, 2014. For internships, the earliest application due date is December 2, 2014. For internship interviews occurring January 12–16, 2015, application due dates will be determined by the CMC.

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.

PRE-INTERVIEW AND SELL EVENTS
Pre-interview events the night before interviews are generally not allowed. Exceptions may be made for companies outside the New York metropolitan area. Please consult Natalie Rios, assistant 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 post-interview events until offers have been extended.

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

• October 10, 2014 (full-time opportunities)
• January 12, 2015 (summer internships)

During interview blackout periods, firms should not offer formal interview schedules. Students should not be asked to interview during exam periods. There are also event blackout dates to keep in mind when planning your recruiting schedule:

• November 3–4, 2014 (Election Day holiday)
• November 26–30, 2014 (Thanksgiving holiday)
• December 8–19, 2014 (last day of classes/final exams)
• December 22, 2014–January 26, 2015 (winter break; internship interviews may begin on campus January 12)
• March 9–22, 2015 (midterm exams/spring break)
• April 30–May 15, 2015 (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 12–16, 2015, are due through COIN by December 16, 2014.
• 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.
ON-CAMPUS RECRUITING: INTERVIEW GUIDELINES

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 seen and the duration of interviews.

• Students should not be expected to interview outside of 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.

FULL-TIME RECRUITING (also see “All Recruiting” above)

• On-campus first-round interviews for full-time positions begin October 14, 2014, and continue through April 29, 2015.

• Off-campus first-round interviews for positions in any industry may take place on Fridays beginning October 24, 2014, and not before. The exceptions are Friday, October 10 (consulting industry only), and Monday, October 20, 2014, which is reserved for off-campus first-round interviews for positions outside the banking industry.

• Second-round interviews may begin October 16, 2014, and continue daily.

• Offers may be extended after 5 p.m. ET on Friday, October 17, 2014.

INTERNATIONAL RECRUITERS

Exceptions may be made for international offices; however, the academic calendar will influence the School’s decision.

Firms outside the United States should not disrupt final exams by scheduling interviews from December 8–19, 2014. Firms may not hold first-round interviews before December 1, 2014.

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 15, 2014, for full-time recruiting or January 13, 2015, for internship recruiting.

Offers for internships may not be extended until January 16 and must remain open and unchanged until at least February 20, 2015, 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.

INTERNATIONAL RECRUITERS (also see “All Recruiting” above)

• Investment banks may either:
  • Hold interviews Monday, January 12, 2015, with second rounds Thursday, January 15, or later.
  • Hold interviews Tuesday, January 13, 2015, with second rounds Wednesday, January 14; Friday, January 16; or later. (Preferable for recruiters traveling internationally.)

• First-round interviews for marketing and consulting functions may begin Wednesday, January 14, 2015.

• Investment management and all other industries may begin interviews Wednesday, January 21, 2015.

• Off-campus first-round interviews (any industry) may take place on Fridays beginning January 16, 2015, or on Tuesday, January 20.

• Second-round interviews for industries other than investment banking may begin Thursday, January 15, 2015, 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 16, 2015.

• Investment banks may either:
  • Hold interviews Monday, January 12, 2015, with second rounds Thursday, January 15, or later.
  • Hold interviews Tuesday, January 13, 2015, with second rounds Wednesday, January 14; Friday, January 16; or later. (Preferable for recruiters traveling internationally.)

• First-round interviews for marketing and consulting functions may begin Wednesday, January 14, 2015.

• Investment management and all other industries may begin interviews Wednesday, January 21, 2015.

• Off-campus first-round interviews (any industry) may take place on Fridays beginning January 16, 2015, or on Tuesday, January 20.

• Second-round interviews for industries other than investment banking may begin Thursday, January 15, 2015, 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 16, 2015.
ON-CAMPUS RECRUITING: 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.

• 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 we prepare our annual Employment Report and to 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 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.

FULL-TIME OFFERS

• Full-time offers to students who completed summer internships at your company must be held open until at least October 31, 2014.

• Offers may be extended after 5 p.m. ET on Friday, October 17, 2014. Firms may not invite students to sell events or other post-interview events until an offer has been extended.

• Offers must remain open until at least December 1, 2014, or for a minimum of four weeks from receipt of a written offer, whichever is later. Offers extended after February 2, 2015, must remain open for a minimum of two weeks.

INTERNSHIP OFFERS

• Offers may be extended after 5 p.m. ET on Friday, January 16, 2015. Firms may not invite students to sell events or other post-interview events until an offer has been extended.

• Offers must remain open until at least February 20, 2015, 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 12, 2015. Offers must be left open in their entirety until at least February 20, 2015.

• No offers should be extended at conferences or expos.

• Offers for fellowships should also follow these guidelines.
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 dates and times for on- 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 8 to November 7, 2014, but in some cases may be scheduled until December 5, 2014. 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. Firms are encouraged to upload materials to COIN for student access prior to events in order to minimize the need for printed material.

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 the CMC.

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. Every effort is made to avoid conflicts within industries and functions.

View the corporate presentation calendar.

RSVPs*
Companies must request student RSVPs for lunch presentations and evening off-campus events. Firms 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 is advisable to reduce RSVP numbers by 25 percent. RSVPs for events planned by the CMC must come through COIN and may not be directed to the company.

*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.

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.
• The duration of events should be 60 minutes. Successful events will allot more time for networking, preceded by a concise company overview presentation.
• Plan an event during summer 2014 to meet the January 2014 entrants of the class of 2015.
• Disregard for academic priorities and a highly aggressive approach to recruiting is noticed by students and often harms a firm’s reputation on campus.
GUIDELINES FOR SECOND-YEAR-ONLY EVENTS

• On-campus corporate presentation events exclusively for second-year students may take place on specific dates from September 8 to October 10, 2014, and again from October 21 to December 3, 2014. Events must 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 11, 2014.

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

• No events involving first-year students may take place before September 22, 2014.

• Corporate presentations targeting both class years or only first-year students may be scheduled on specific dates from September 22 to October 10, 2014, and again from October 21 to November 7, and in some cases to December 3, 2014. Events must be 60 minutes long and event blackout periods apply.

• Off-campus presentations and events including first-year students may be held on Thursday evenings after 7:30 p.m. beginning October 9, 2014, or anytime on Fridays beginning October 10, 2014.

• Off-campus invitation-only events may take place any evening after 6:30 p.m. between November 10, 2014, and December 3, 2014 (except during blackout periods). These events must be coordinated through Natalie Rios, assistant director of recruiting events.

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

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 7, 2014. 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 10, 2014, and December 3, 2014, 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.

• Day-in-the-life events should not exceed 120 minutes.

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

• See page 6 for information regarding policy infractions.

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 2014. 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, request a summer directory, or plan a summer event for January entrants.

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.
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 Tuesday, October 7, 2014, from 12:15 to 2:15 p.m. ET, 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.

Recruiting organizations may offer selective, short-term, intensive programs for January entrants during the period between August 18–29, 2014. Contact the CMC to coordinate presentations, applications, and interviews for these programs.

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, 2014, so the CMC can advise students and assist them in managing their schedules.

EVENT BLACKOUT DATES
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 are as follows:

- August 7–15, 2014 (last day of classes/final exams)
- August 18–September 5, 2014 (summer break/start of fall term)
- October 14–20, 2014 (midterm exams)
- November 3–4, 2014 (Election Day holiday)
- November 26–30, 2014 (Thanksgiving holiday)
- December 8–19, 2014 (last day of classes/final exams)
- December 22, 2014–January 27, 2015 (winter break/study tours)
- March 9–22, 2015 (midterm exams/spring break)
- April 30–15, 2015 (last day of classes/final exams)

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 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 fewer than 48 hours (excluding weekends) before the event might not be released.

- Class of 2015 listserv (second-year students):
careers-2015@lists.gsb.columbia.edu
- Class of 2016 (first-year fall-entry students):
careers-2016f@lists.gsb.columbia.edu

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. 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)
- Sales & Trading Club

Note: CWIB and BBSA 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 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.

Companies may begin booking events with all clubs on June 16, 2014. All clubs, including those mentioned above, must have their fall on- or off-campus events on the School’s event calendar by October 1, 2014. Club events planned after that date must be approved by the administration on a case-by-case basis.

BEST PRACTICE
Financial services recruiters: schedule evening presentations with senior management before November 7, 2014, so as not to conflict with targeted off-campus events.

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 Casey Collier in 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 16 to plan events on behalf of students. To avoid conflicts, it is best to avoid these times when planning student club events. Contact Natalie Rios, assistant director of recruiting events, for more information.

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

- Breakfast: ending before 8:45 a.m. (on campus) or 8:15 (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)
- Late evening: after 9 p.m. (except Thursdays)
- Anytime on Fridays (after October 10, 2014, for first-years)

EXCEPTIONS
- Clubs may not include first-year students in any corporate or “educational” events sponsored by companies until September 22, 2014. 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 10–December 5, 2014. 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 2014

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### INTERVIEW SCHEDULE NOTES

- Interviews continue in this manner through December 5, 2014, and from January 28 to April 29, 2015, 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 2015

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**INTERVIEW SCHEDULE NOTES**

- Interviews continue in this manner through April 29, 2015, 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.

*See page 8 for banking-specific second-round interview policies.
## CORPORATE PRESENTATION CALENDAR

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<thead>
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<th>EVENT DATE</th>
<th>12:30-1:30 P.M.</th>
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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 arrive at 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 at W & J Warren Hall at 115th Street and Amsterdam Avenue. Recruiters will be notified in advance if they will be interviewing at 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 $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 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.
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To access the Recruiters’ Guide online, post jobs, or have your questions answered:

VISIT  
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gsb.columbia.edu/recruiters

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