

2011-2012 Recruiters' Guide

Career Management Center

Now accepting requests for 2011-12 interview dates.
Evaluation of requests will begin on **Tuesday, May 10, 2011.**



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Academic Timeline 2011-12

Summer Term 2011

First day of summer term classes	May 23
Midterm exams	June 28-July 1
Independence Day holiday*	July 2-4
Final exams	August 9-16

Fall Term 2011

First day of fall term classes	September 6
Midterm exams	October 18-24
Thanksgiving holiday*	November 23-27
Final exams	December 13-23

Spring Term 2012

Martin Luther King Day*	January 16
First day of spring term classes	January 24
Midterm exams	March 6-9
Spring vacation	March 10-18
Final exams	April 30-May 11
Commencement	May 16

*Columbia Business School closed

On-Campus Recruiting Cheat Sheet

Corporate Events

- Events for rising second-year students can be arranged over the summer, especially for the 200 students who entered in January 2011 for May 2012 graduation and did not participate in internship recruiting.
- Full-time recruiting events begin September 12, 2011.
- Internship recruiting events begin September 26, 2011.
- [Blackout dates apply.](#)

Interviews

Full-time Interview Key Dates

- On-campus interviews begin Tuesday, October 18, 2011.
- Off-campus interviews may take place on Friday, October 14, Monday, October 24, or any Friday thereafter.
- Second-round interviews may begin Thursday, October 20, 2011.
- Companies must offer an alternate date and time for second-round interviews for students with conflicts.
- Offers may be extended on Friday, October 21, after 5:30 p.m.
- Offers for full-time employment must remain open until Wednesday, November 30, 2011.
- [Blackout dates apply.](#)

Internship Interview Key Dates

- On-Campus interviews begin Monday, January 9, 2012.
- Off-campus interviews may take place on Friday, January 13, 2012, or any Friday thereafter.
- Second-round interviews may begin Thursday, January 12, 2012.
- Companies must offer an alternate date and time for second-round interviews for students with conflicts.
- Offers may be extended on Friday, January 13, 2012, after 5:30 p.m.
- Offers for summer internships must remain open until Friday, February 17, 2012.
- [Blackout dates apply.](#)

Finding Columbia Business School

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

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

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

On the Interview Day

Interviewers will be asked to check in with the Career Management Center and provide a business card for its records. The CMC will supply interviewers with a copy of their interview schedule and résumés of the students being interviewed. Hot and cold beverages, breakfast, and lunch, as well as Wi-Fi Internet access, are available for all interviewers.

Policies

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

Introduction

Welcome to the 2011-12 recruiting season at Columbia Business School. This guide, also found on the [Columbia Business School recruiters' website](#), highlights the School's recruiting policies. The School's Career Management Center (CMC) is your dedicated resource for recruiting exceptionally talented men and women.

Businesses need leaders and managers who can find innovative ways to create value in any business and economic climate, and Columbia Business School prepares students to meet that need with programs that unite scholarship and research with current, real-world practice. Employers consistently praise the analytical skills, decision-making abilities, and entrepreneurial mindsets that our graduates exhibit from the very first day on the job. Time and again, Columbia Business School MBA graduates demonstrate a remarkable ability to identify and capture opportunity—a skill more important than ever in this challenging business environment.

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

With regards,



Glenn Hubbard

Dean and Russell L. Carson
Professor of Finance and Economics



Regina Resnick

Assistant Dean and Managing Director
Career Management Center

On-Campus Recruiting

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

New and key policies are bolded.

Job Postings

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

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

Recruiter Conduct Policies

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

Students' Rights to Privacy

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

Requesting Dates

Recruiters should submit date requests for interviews and corporate presentations in the 2011-12 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 5 p.m. EDT on May 9, 2011, will be given first priority. Every effort will be made to confirm dates by May 16, 2011. Submissions received after 5 p.m. EDT on May 9, 2011, will be processed in the order they were received. Corporate presentation dates may be requested at the same time an employer requests interview dates, but will not be confirmed until interview dates have been finalized. [View interview date calendar](#).

Interview Blackout Periods

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

- October 14, 2011 for full-time opportunities
- January 9, 2012 for summer internships

Additionally, certain dates have been classified as interview blackout periods. During interview blackout periods, firms should not offer formal interview schedules. However, individual students may be interviewed if arrangements do not conflict with their personal and academic/exam commitments. Furthermore, there are also event blackout dates to keep in mind when planning your recruiting schedule.

Interview blackout dates:

- November 7-8, 2011 (Election Day holiday)
- November 23-27, 2011 (Thanksgiving holiday)
- December 12-23, 2011 (last day of classes and final exam period)
- December 24, 2011-January 24, 2012 (winter break; internship interviews may begin on campus January 9)
- March 6-18, 2012 (midterm exams and spring break)
- April 26-May 11, 2012 (last day of classes and final exam period)

On-Campus Recruiting *(continued)*

Interview Date Guidelines

View interview date calendars on pages 14–15.

Full-Time Recruiting

- On-campus first-round interviews for full-time positions will begin on Tuesday, October 18, 2011, and continue through April 25, 2012.
- Off-campus first-round interviews for positions in any industry may take place on Fridays beginning October 28, 2011, and not before. The exception is Friday, October 14 (consulting industry only), and Monday, October 24, 2011, which is reserved for off-campus first-round interviews outside the banking industry. Recruiters must advise the Career Management Center of plans to hold off-campus first-round interviews so that interview days are properly advertised and not overbooked. **This includes the number of candidates seen and the duration of the interviews.**
- Second-round interviews taking place in New York City for full-time positions may begin on Thursday, October 20, 2011, and continue daily. **Students may not be invited to or be asked to commit to second-round interviews before first-round interviews are complete.** Second-round interviews are scheduled directly between the candidate and the company.
- **Students must be offered at least one alternate day for second-round interviews, and may not miss academic commitments to interview.**
- Offers may be extended after 5:30 p.m. EDT on Friday, October 21, 2011.

Internship Recruiting

- First-round interviews for first-year students will begin on Monday, January 9, 2012, and continue through April 25, 2012. No Interviews may take place before January 9, 2012.
- Off-campus first-round interviews for positions in any industry may take place on Fridays beginning January 13, 2012. Recruiters must advise the CMC of plans to hold off-campus first-round interviews so that interview days are properly advertised and not overbooked. **This includes the number of candidates seen and the duration of interviews.**

- Second-round interviews taking place in New York City for first-year students may begin on Thursday, January 12, 2012, and continue daily. **Students may not be invited to or be asked to commit to second-round interviews before first-round interviews are complete.** Second-round interviews are scheduled directly between the candidate and the company.
- **Students must be offered at least one alternate day for second-round interviews, and may not miss academic commitments to interview.**
- Offers may be extended after 5:30 p.m. EDT on Friday, January 13, 2012.

All Recruiting

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

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

Fellowships

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

Applications from matriculated students for fellowships that include a summer internship may be solicited after Monday, September 26, 2011. Associated interviews and offers for jobs coupled with these fellowships must adhere to CMC interview and offer policies. Those job offers must be held open in their entirety until Friday, February 17, 2012.

On-Campus Recruiting *(continued)*

International Recruiters

International recruiters with global travel schedules who wish to hold callback interviews immediately following their on-campus first-round interviews should schedule those interviews no earlier than October 19, 2011, for [full-time recruiting](#) or January 11, 2012, for [internship recruiting](#). Firms that need to request an exception to this policy should notify the CMC as soon as possible for full evaluation. Please remember that the CMC must be mindful of the academic calendar when evaluating exceptions, and certain dates may not be approved. Regardless of the interview date(s), all recruiters must adhere to the School's [offer policies](#).

Open/Bid Schedules

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

Job Descriptions

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

Application Due Dates

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

For **full-time positions**, the earliest application due date is September 19, 2011. For **internships**, the earliest application due date is November 29, 2011. For internship interviews occurring January 9-13, 2012, application due dates will be determined by the Career Management Center.

Invitation Lists

Invitation lists are due through [COIN](#) exactly two weeks (14 calendar days) before the interview date, except for those companies interviewing on January 9-13, 2012:

Interview Date	Invitation List Due
January 9-13, 2012	December 13, 2011
January 18, 2012, onward	14 calendar days before interview date

Firms are encouraged to invite alternate candidates to ensure that interview schedules remain full.

Offer Guidelines

Full-Time Offers

- Full-time offers to students who completed summer internships at your company must be held open until November 4, 2011.
- Offers may be extended after 5:30 p.m. EDT on Friday, October 21, 2011. Firms may not invite students to sell events or other postinterview events until an offer has been extended.
- Offers must remain open until November 30, 2011, or for a minimum of four weeks **from receipt of a written offer**, whichever is later. Offers extended after February 1, 2012, must remain open for a minimum of two weeks.

Internship Offers

- Offers may be extended after 5:30 p.m. EST on Friday, January 13, 2012. Firms may not invite students to sell events or other postinterview events until an offer has been extended.
- Offers must remain open until February 17, 2012, or for a minimum of two weeks **from receipt of a written offer**, whichever is later.
- Fellowships or scholarships that include the offer of a summer internship should be left open until February 17, 2012.

On-Campus Recruiting *(continued)*

All Offers

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

Preinterview Dinners and Sell Events

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

Résumés and Résumé Books

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 book featuring the 2012 graduating class may be [ordered online](#) and will be available in mid-August. The Executive MBA résumé book, 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 book 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 2011 entering class, may be [ordered online](#) and will be available in November 2011.

Companies wishing to solicit résumés for event participation or to determine early interest before the official résumé book is available may do so beginning October 3, 2011, although résumés may still be in draft stages at that time. Requesting résumés early does not replace an official application due date.

On-Campus Locations

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

On-Campus Recruiting *(continued)*

Policy Infractions

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

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

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

Executive MBA Student Participation

A select number of Executive MBA students who prequalify may participate in on-campus recruiting. These students are seeking full-time associate-level opportunities.

Master of Science Programs

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

Master of Science in Marketing

The Master of Science in Marketing is a one-year course of study comprising three semesters (fall, spring, and summer) with graduating students seeking full-time jobs. The first class will complete the program in August 2011.

The degree trains marketing researchers to work in industry, consulting firms, nonprofits, government, and other organizations where marketing analysis adds value. Students select among three specialized tracks: Market Research, Branding and Communications, or Innovation and New Products. Students complete special projects for academic credit over the summer.

Master of Science in Financial Economics

The Master of Science in Financial Economics is a two-year course of study with students required to complete a summer internship. The first class will enter in September 2011, making students eligible for internships beginning in May 2012 and full-time positions in May 2013.

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

Recruiting Events

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

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 for that class. Companies recruiting both first- and second-year students may elect to offer one joint-year presentation for both groups. Most corporate presentations take place from September 12 to November 11, 2011, but may be scheduled until December 9, 2011. Certain [event blackout periods](#) apply.

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

Firms are encouraged to upload materials to [COIN](#) for student access prior to events in order to minimize printed material.

Presentation Best Practices

- **Be explicit about divisions, function, geographic locations, and work authorizations for your on-campus recruiting opportunities.**
- Each event should include a robust number of company representatives to maximize student-company interactions.
- Successful events have historically allotted more time for networking, preceded by a concise presentation of a company overview.
- Plan an event during Summer 2011 to meet the January 2011 entrants of the class of 2012.

Requesting Presentation Dates

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

[View the corporate presentation calendar.](#)

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.

RSVPs

Companies must request student RSVPs for lunch presentations and evening off-campus events. Companies may request RSVPs for evening on-campus presentations; be advised that RSVPs may be difficult to manage, and certain venues may have capacity limits.* For catering purposes, it is advisable to reduce RSVP numbers by 20 to 25 percent. RSVPs for events planned by the CMC must come through [COIN](#) and may not be directed to the company.

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

Recruiting Events *(continued)*

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 14, 2011, and again from October 25 to December 9, 2011. [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, 2011.

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

Corporate presentations targeting both class years or only first-year students may be scheduled on specific dates from September 26 to October 14, 2011, and again from October 25 to December 9, 2011. [Event blackout periods](#) apply.

No recruiting events involving first-year students may take place before September 26, 2011.

- Off-campus presentations and events including first-year students may be held on Thursday evenings after 7:30 p.m., beginning October 6, 2011, or anytime on Fridays, beginning October 14, 2011.
- Off-campus events may take place any evening after 6:30 p.m. between November 14 and December 9, 2011 (except during [blackout periods](#)). These events should be coordinated through [Natalie Rios](#), manager of recruiting events, and the appropriate student clubs.

Career Forum

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

The forum, which will be held on Tuesday, October 4, 2011, from 12:15 to 2:15 p.m. EDT, offers firms an opportunity to meet many students in an informal and interactive "career fair-style" setting prior to application deadlines.

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

Guidelines for Off-Campus Events

- Events to be held off campus, including dinners and cocktail receptions, may be scheduled only on Thursdays after 7:30 p.m. or on certain Fridays during the day until November 11, 2011. These events must be approved by the CMC so that event dates are not overbooked.
- Student clubs should not plan off-campus evening events until November 14, 2011. Off-campus events planned by clubs may take place any evening after 6:30 p.m. (so students with classes ending at 5:30 p.m. have time to travel) from November 14 to December 7, 2011, excluding blackout dates. Please inform the CMC of your plans for advisory purposes.
- Based on student feedback, the CMC encourages firms to hold off-campus events near campus whenever possible. A list of neighborhood venues is available upon request.
- The CMC cannot guarantee any conflict-free times for invitation-only events.

Guidelines for Summer 2011 Events

- Companies may offer receptions during the summer at off-campus locations for all students who will participate in full-time recruiting during fall 2011. Beginning in June, the CMC can provide a summer directory to facilitate identifying and contacting students for summer receptions.
- Companies may plan on-campus 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 during the fall. 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 [Natalie Rios](#), manager of recruiting events, to plan or promote a summer reception, request a summer directory, or plan a summer event for January entrants only.

Recruiting Events *(continued)*

Immersion Programs

Recruiting organizations may offer selective, short-term, intensive programs for January entrants during the period between August 17 and September 2, 2011. Presentations, applications, and interviews for these opportunities should be coordinated through [Natalie Rios](#), manager of recruiting events.

Event Blackout Periods

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

Event blackout dates:

- June 28–July 4, 2011 (summer midterm exams and Independence Day holiday)
- August 8–16, 2011 (last day of classes and summer final exams)
- August 17–September 9, 2011 (summer break and start of fall term)
- October 18–24, 2011 (fall midterm exams)
- November 7–8, 2011 (Election Day holiday)
- November 23–27, 2011 (Thanksgiving holiday)
- December 12–23, 2011 (last day of classes and fall final exams)
- December 24, 2011–January 23, 2012 (winter break and study tours)
- March 6–18, 2012 (spring midterm exams and spring break)
- April 26–May 11, 2012 (last day of classes and spring final exams)

Alcohol Policy

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

Student Clubs

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

Informational Interviews

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

Please e-mail your company's informational-interview policy to [Savannah Dailey](#) before September 12, 2011, so the CMC can advise students and assist them in managing their schedules.

Publicizing Events through the CMC

- All corporate presentations will be listed on the student-facing side of [COIN](#) and the School's internal event calendar.
- In addition, the CMC publicizes all recruiting events planned by the CMC directly to relevant student clubs.
- Companies may send one e-mail per event through the the School's listserv. All e-mails will be reviewed and approved prior to distribution.
 - Class of 2012 (second-year students): careers-2012@lists.gsb.columbia.edu
 - Class of 2013 (first-year fall-entry students): careers-2013f@lists.gsb.columbia.edu

Working with Student Clubs and Conferences

In addition to the single corporate presentation planned per class year through the CMC, additional events may be held in cooperation with student clubs at the clubs' discretion and with guidance from the School's administration. **Clubs must have their fall on- or off-campus events on the School's event calendar by October 3, 2011. Club events planned after that date must be approved by the administration on a case-by-case basis. No new events—either on or off campus—will be accepted after October 31, 2011, with the exception of invitation-only events.**

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

In an effort to streamline the process of working with clubs that sponsor a high volume of events and minimize conflicts within those industries, the administration is the first contact for club-sponsored events prior to November 14, 2011. These clubs include the Black Business Students Association (BBSA), Columbia Women in Business (CWIB), the Investment Banking Club, the Management Consulting Association, the Marketing Association of Columbia (MAC), and the Sales and Trading Club.

To propose a club-related event for these clubs in the fall, please fill out the "Request Club Event" form in [COIN](#) to indicate a preferred and alternate date and time, as well as the content of the event. The administration will consult the School-wide calendar and ensure there is capacity for the event, then enlist relevant club officers to take over the relationship for that preapproved event. Note that clubs will have the discretion to decline to participate in certain events or impose limits on the number of events that each company is allowed to 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 any other club at the School, you may reach out directly to relevant club officers, [a list of which is available here](#).

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

Tip for financial services recruiters: Schedule evening presentations with senior management before November 11, 2011, so as not to conflict with targeted off-campus events.

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

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

- Breakfast—ending before 8:45 a.m. for 9 a.m. classes
- Select lunch periods (12:30 to 2 p.m.) on Tuesdays and Thursdays only
- Early evening—from 5:45 to 6:45 p.m. (this is a firm end time due to other events in the evening)
- Late evening—after 9 p.m. (except Thursdays)
- Anytime on Fridays (after October 14, 2011, for first-years)

Exceptions





- Clubs may not include first-year students in any corporate or "educational" events sponsored by companies until September 26, 2011. Before this date, events must be for second-year students only.
- Targeted invitational off-campus events may not begin before November 14, 2011. Though no time period is guaranteed to be conflict-free, work with the relevant student clubs and [Natalie Rios](#), manager of recruiting events, to find the best possible date for your events.
- Events may not take place during [blackout periods](#).

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

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

Interview Calendar















Legend

			
On-campus 1st round interviews— all industries	On-campus 1st round interviews— banking* only	Off-campus 1st round interviews only permitted these days	2nd round interviews**

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

**2nd-round interviews take place off campus and are arranged directly between the recruiter and candidate. [Learn more about 2nd-round interview policies.](#)





Interview Calendar: Full-Time Recruiting October/November 2011

Monday	Tuesday	Wednesday	Thursday	Friday
10	11	12	13	14
				 Off-campus 1st rounds— consulting only
17	18	19	20	21
	 On-campus 1st rounds— banking* only No off-campus interviews		 On-campus 1st rounds— all industries  2nd round interviews**	 Offers may be extended after 5:30 p.m.
24	25	26	27	28
 Off-campus 1st rounds  On-campus 1st rounds— all industries  2nd round interviews**	Fall term classes resume	 On-campus 1st rounds— all industries		 Off-campus 1st rounds
31	1	2	3	4
 On-campus 1st rounds— all industries  2nd round interviews**				 Off-campus 1st rounds

Interviews continue in this manner through December 9, 2011, and from February 1 to April 25, 2012, with the exception of [blackout periods](#).

Interview Calendar















Legend

			
On-campus 1st round interviews— all industries	On-campus 1st round interviews— banking* only	Off-campus 1st round interviews only permitted these days	2nd round interviews**

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

**2nd-round interviews take place off campus and are arranged directly between the recruiter and candidate. [Learn more about 2nd-round interview policies.](#)

Interview Calendar: Internship Recruiting January/February 2012

Monday	Tuesday	Wednesday	Thursday	Friday
9  On-campus 1st rounds— banking* only	10 	11  On-campus 1st rounds— all industries	12  2nd round interviews**	13 Offers may be extended after 5:30 p.m.  Off-campus 1st rounds
16 Martin Luther King Day*	17  Off-campus 1st rounds 2nd round interviews**	18  On-campus 1st rounds— all industries	19	20  Off-campus 1st rounds
23  On-campus 1st rounds— all industries  2nd round interviews**	24 Spring term classes begin	25	26	27  Off-campus 1st rounds
30  On-campus 1st rounds— all industries  2nd round interviews**	31	1	2	3  Off-campus 1st rounds

Interviews continue in this manner through April 25, 2012, with the exception of [blackout periods](#).

*Columbia Business School closed

Corporate Presentation Calendar

		On Campus				Off Campus		
Second-Year Students Only	Event Date	12:30-2:00 p.m.	7:00-8:30 p.m.	7:30-9:00 p.m.	8:30-10:00 p.m.	6:30 p.m.	7:30 p.m.	Anytime
	Monday, September 12			■				
	Tuesday, September 13	■		■				
	Wednesday, September 14			■				
	Thursday, September 15	■	■				■	
	Friday, September 16							■
	Monday, September 19		■		■			
	Tuesday, September 20	■	■		■			
	Wednesday, September 21		■		■			
	Thursday, September 22	■	■				■	
	Friday, September 23							■
	Friday, October 7							■
Second-, First- or Joint-Year Students	Event Date	12:30-2:00 p.m.	7:00-8:30 p.m.	7:30-9:00 p.m.	8:30-10:00 p.m.	6:30 p.m.	7:30 p.m.	Anytime
	Monday, September 26		■		■			
	Tuesday, September 27	■	■		■			
	Wednesday, September 28	Rosh Hashannah — No Events						
	Thursday, September 29	Rosh Hashannah — No Events						
	Monday, October 3		■		■			
	Tuesday, October 4	FORUM	■		■			
	Wednesday, October 5		■		■			
	Thursday, October 6	■	■				■	
	Monday, October 10		■		■			
	Tuesday, October 11	■	■		■			
	Wednesday, October 12		■		■			
	Thursday, October 13	■	■				■	
	Friday, October 14							■
		October 18-24 — Exams and Interviews						
	Tuesday, October 25	■		■				
	Wednesday, October 26			■				
	Thursday, October 27	■						
	Friday, October 28							■
	Monday, October 31			■				
	Tuesday, November 1	■		■				
	Wednesday, November 2			■				
	Thursday, November 3	■	■				■	
	Friday, November 4							■
	Monday, November 7	Election Day Holiday — No Events						
	Tuesday, November 8	Election Day Holiday — No Events						
	Wednesday, November 9			■				
	Thursday, November 10	■	■				■	
	Friday, November 11							■
	Monday, November 14			■		■		
	Tuesday, November 15	■		■		■		
	Wednesday, November 16			■		■		
	Thursday, November 17	■	■			■	■	
	Friday, November 18							■
	Monday, November 21			■		■		
	Tuesday, November 22	■				■		
	Monday, November 28			■		■		
	Tuesday, November 29	■		■		■		
	Wednesday, November 30			■		■		
	Thursday, December 1	■	■			■	■	
	Friday, December 2							■
	Monday, December 5			■		■		
	Tuesday, December 6	■		■		■		
	Wednesday, December 7			■		■		
	Thursday, December 8	■						
	Friday, December 9							■

■ Available event time

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

Campus Directions

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

[View a detailed campus map.](#)

Reaching Uris Hall

Columbia University's Morningside Campus is located at Broadway and 116th Street in Manhattan. For travelers within Manhattan, it is most easily reached by subway (No. 1 train to 116th Street) or taxi. Enter the campus through the main gates on the east side of Broadway at 116th Street.

On your left you will see Low Library, a building with a rotunda and Greek columns with large steps leading up to it. Uris Hall is located directly behind Low Library. Go up the stairs, around Low Library, and you will come to Uris Hall. Come up the stairs directly to the left of the door after you enter. 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, the CMC's main office.

Some classes, interviews, and events also take place in W & J Warren Hall at 115th Street and Amsterdam Avenue.

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 from LaGuardia Airport (the closest airport to campus) will cost approximately \$30-\$40. From JFK Airport there is a flat fare of \$45 plus tolls, and a taxi from Newark Airport costs approximately \$65 to campus (flat fare, plus tolls and tip). You can also take a bus to Port Authority Bus Terminal or Grand Central Terminal from those locations and transfer to the subway.

By Car

Columbia Business School is best reached by taking the 95th-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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