

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 or virtually. This applies to all companies that post jobs and/or engage with student clubs, programs, and centers. Failure to abide by these policies may necessitate sanctions for the violating company. The full recruiting policies can be found on our website at business.columbia.business.recruiting.

Table of Contents

Company Events

[Policies](#) • [Calendar](#)

Full-Time Interviews

[Policies](#) • [Calendar](#)

Internship Interviews

[Policies](#) • [Calendar](#)

Blackout Dates

[Policies](#) • [Calendar](#)

Academic Commitments

Students may not miss class, an exam, or academic commitments for interviews, recruiting events, or travel related to those activities. An employer's inflexibility on this issue will be considered a violation of the School's recruiting policy.

Diversity Hiring

Columbia Business School is a proud member of the Consortium as the 21st member school. Please contact the CMC if you would like to discuss your diversity hiring strategy, including for pre-MBA programs. The CMC partners with student affinity clubs such as Black Business Students 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 diversity candidates to engage in early education and networking, students should be given the opportunity to interview along with their peers during the academic year campus timeline. Once a student matriculates at CBS, neither interviews nor offers, including fellowship offers, may be made prior to the earliest offer date.

International Employers

Global offices of U.S. domestic firms, as well as all international companies, will be held to the same recruiter policies and timeline as U.S. employers, unless pre-approved by the CMC.

Company Blackout Dates

Sept 25.....	Yom Kippur
Oct 13-20.....	Study Day/Exams
Nov 6-7.....	Fall Break
Nov 22-24.....	Thanksgiving
Dec 8-Jan 22.....	Exams/Winter Break/ 1Y Interviews
Mar 1-15.....	Exams & Spring Break

Formal & Informal 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; on-campus, off-campus, and virtual events, company information sessions, practice area and regional presentations, diversity events, office hours, coffee chats/meetings, social events, invite-only (closed) events, breakfasts, lunches, and dinners, multi-school events, and all other networking events. All events are limited to a one-hour duration.

Summer Semester 2023

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 2023

Companies are limited to hosting three events (including virtual events) per class year, plus one diversity event.

Events that Fall Under Policy

- Company Information Sessions
- Practice Area Networking Events
- Social Events
- Invite-Only Events

Events Excluded from Policy

- Coffee Chats
- Multi-School & Multi-Firm Events

Individual and small group coffee chats and informational interviews must be cleared through the CMC, and 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 conflict. We encourage companies to be flexible when offering students the opportunity to engage in coffee chats.

Additional Information

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, and firms must receive prior approval from the CMC before planning an event.

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

Tuesday, September 5, 2023 2Y Company Events begin

- Companies may choose to host off-campus events prior to this date as long as they begin no earlier than 6:30pm. Events on or after this date must follow date and time guidelines.

Tuesday, September 26, 2023 1Y Company Events begin

- Company representatives may not interact with 1Y students in any capacity from Monday, August 21 through Monday, September 25, 2023. This includes any continuation of pre-matriculation recruiting activity.

Friday, September 29, 2023 Annual Fall Career Fair (11am-2pm)

- Companies may participate in this event in lieu of holding a standalone event. No other company events may be booked during this time.

Wednesday, November 1, 2023 Small Group Invitation-Onlys begin

- Each company may host one small group invitation-only event between November 1 and December 7, 2023. No invitation-only events, formal or informal, inclusive of interview preparation, may take place after this date.

See the [Company Event calendar](#) and [full policies](#).

Recruiting Calendar: Company Events & Interviews

August & September 2023

	MON	TUE	WED	THU	FRI	
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 End of pre-matriculation engagement for 1Ys	21 Class of 2025 (1Y) Orientation Week	22	23	24	25 Class of 2024 (2Y) Resumes Released	26
27	28	29	30	31		

AUG 2023

Notes:
2Y only events can be any day in August, 6:30pm or later
Full-time interviews may be at any day/time at a mutually agreeable time that does not conflict with class (options must be provided).

Events targeting first-year students **begin September 26, 2023**.
Company representatives may not interact with matriculated first-year students prior to this date.

ALL event requests, including those targeting student clubs, must be submitted through COIN to ensure a conflict-free calendar. Events are limited to a one-hour duration. 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](#).

September/October Notes:

Unless noted, full-time interviews can be any day at a mutually agreeable time that does not conflict with class (options must be provided);

2Y events must follow school event policies and date/time restrictions;

Lunchtime events 12:45pm-1:45pm must be on campus;

On-campus evening events only 6pm-7pm or 8pm-9pm;

Off-campus events only 8pm-9pm

	MON	TUE	WED	THU	FRI	
					1	2
3		4 University Holiday Labor Day	5 Semester begins; start of CMC facilitated full-time events & interviews	6	7	8 Class Day 2Y Events 12:45pm - 1:45pm or evening, only
10		11	12	13	14	15 Rosh Hashanah @ sunset. No evening events
17 Rosh Hashanah		18	19	20	21	22
24 Yom Kippur @ sunset		25 Yom Kippur	26 Start of 1Y Events	27	28	29 Career Fair 11am - 2pm (no events) Sukkot @ sunset
						30

SEPT 2023

MON	TUE	WED	THU	FRI	
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31			

OCT
2023

Interview Calendar Notes

- Full-time offers, including those to summer interns, must be held open for at least three weeks from the date of the written offer, and the CMC encourages employers to be flexible about extending this deadline so that students can make a well-considered decision on offers. Offers extended on or after February 16, 2024, must remain open for at least 7 calendar days from receipt of written offer.
- Students cannot be required to indicate acceptance of an offer until a written communication is received.
- Interviews may not take place during blackout dates.**
- View the [full policies](#).

November Notes:
Lunchtime events 12:45pm -1:45pm must be on-campus;
Evening events on or off campus starting 11/1, including invite-only,
6:30pm-7:30pm or 8:30pm-9:30pm

MON	TUE	WED	THU	FRI
		1	2	3
		Invite-only evening events begin		Start of fall break events not recommended
5	6	7	8	9
	Fall Break	University Closed Election Day		10
12	13	14	15	16
19	20	21	22	23
			University Closed Thanksgiving holiday	University Closed Thanksgiving holiday
26	27	28	29	30
	Applications can be due			

NOV
2023

MON		TUE		WED		THU		FRI		DECEMBER 2023
								1	2	
3	4	5	6	7 Hanukkah @ sunset Evening events not recommended		8 Study Day		9		
10	11 Exams: No Events No interviews. Invites released after 5pm	12 Exams: No Events No interviews. Invites released after 5pm	13 Exams: No Events No interviews. Invites released after 5pm	14 Exams: No Events No interviews. Invites released after 5pm		15 Exams: No Events No interviews. Invites released after 5pm		16		
17	18 No Events No Interviews	19 No Events No Interviews	20 No Events No Interviews All invite lists due	21 No Events No Interviews		22 Term Ends/ Winter Break		23		
24	25 University Closed Christmas	26 No Events No Interviews	27 No Events No Interviews	28 No Events No Interviews		29 No Events No Interviews		30		

December Notes: Lunchtime events 12:45pm -1:45pm must be on-campus;
On or Off-campus evening events, 6:30pm-7:30pm or 8:30pm-9:30pm

Interview Calendar Notes

- | FEBRUARY 2024 | | | | | | | | | | | | | |
|---------------|--|-----|--|-----|--|-----|--|--|--|---|--|----|--|
| MON | | TUE | | WED | | THU | | FRI | | | | | |
| | | | | | | 1 | | 2
Internship
Earliest Decision
5pm FT | | 3 | | | |
| 4 | | 5 | | 6 | | 7 | | 8 | | 9 | | 10 | |
| 11 | | 12 | | 13 | | 14 | | 15 | | 16
Offers (full-time
and internship)
extended must be
open 7 days | | 17 | |
| 18 | | 19 | | 20 | | 21 | | 22 | | 23 | | 24 | |
| 25 | | 26 | | 27 | | 28 | | 29 | | | | | |

MAR 2024

APR 2024

Full-Time Interviews

The CMC will be pleased to host on-campus interviews for interviews taking place **Tuesday, September 5, 2023**, 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 for three weeks from the date of the written offer.
- 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 processes (e.g., group-specific offers which may convert to generalist offers).

Internship Interviews

No interviews or offers are permitted between **August 21, 2023** and **January 3, 2024**. Exceptions may be allowed for certain international and regional offices outside of New York tri-state area, only with prior written approval from the CMC.

The CMC will be pleased to host on-campus interviews starting January 3.

Application deadlines may not occur before **Monday, November 27, 2023**.

- Internship interviews for all industries begin **Wednesday, January 3, 2024**. Second round internship interviews for investment banking begin **Tuesday, January 9, 2024**.
- Offers for investment banking internships may not be extended **before 5 PM EST on Friday, January 12, 2024**.
- 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, or prior to January 3 without written approval.**
- All summer internship offers in all industries must remain open until **Friday, February 2, 2024**, or for three weeks of receipt of written offer, whichever is later.
- Offers extended on or after **February 16, 2024** must remain open for at least seven calendar days from receipt of written offer.