

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 employers and students and they apply to all employers that engage with the School regardless of whether recruiting takes place on or off campus or virtually. This applies to all employers that post jobs and/or engage with student clubs, programs, and centers. Failure to abide by these policies may necessitate sanctions for the violating employer. The full recruiting policies can be found on our website at [Recruit at CBS](#).

## Table of Contents

### Employer 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+), Veterans Club 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 permitted 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.

## Employer Blackout Dates

Oct 3-4.....	Rosh Hashanah
Oct 11.....	Study Day/Yom Kippur
Oct 14-18.....	Exams
Nov 4.....	Fall Break
Nov 5.....	Election Day
Nov 27-29.....	Thanksgiving
Dec 9-Jan 2.....	Exams/Winter Break
Jan 20.....	M.L.K. Jr. Holiday
Mar 3-14.....	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 2024

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 2024

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

### Events that Fall Under Policy

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

### Events Excluded from Policy

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

Both Individual and small group coffee chats including 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 employers 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.

**\*Employers 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 3, 2024 Second-Year (2Y) Employer Events begin

- Employers 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.

## Monday, September 23, 2024 First-Year (1Y) Employer Events begin

- Employer representatives may **not** interact with 1Y students in any capacity from Sunday, August 18 until Monday, September 23 2024. This includes any continuation of pre-matriculation recruiting activity. *\*Exception: companies participating in the Career Forum may only interact during the event, September 20, 11am-2pm.*

## Friday, September 20, 2024 Fall Career Forum (11am-2pm)

- Employers may participate in this event **in lieu of holding a standalone event**. No other employer events may be booked during this time.

See the employer event [calendar](#) and [full policies](#).

MON	TUE	WED	THU	FRI	
			1	2	3
4	5	6	7	8	9
11	12	13	14	15	16
18 End of pre-matriculation engagement for 1Ys	19 Class of 2026 (1Y) Orientation Week	20	21	22	23
25	26	27	28	29	30
					31

AUG 2024

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

Events targeting 1Y students **begin September 23, 2024**. Employer representatives may not interact with matriculated 1Y students prior to this date, with the exception of the Career Forum.

**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 employers 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, 2Y 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.*

*All lunchtime events (on campus or virtual) must be held between 12:45pm-1:45pm. On-campus evening events only 6pm-7pm or 8pm-9pm; off-campus events only 8pm-9pm*

MON	TUE	WED	THU	FRI	
1	2 University Holiday Labor Day	3 Semester begins; start of CMC facilitated 2Y events & interviews on-campus	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23 Start of 1Y Events	24	25	26	27
29	30				31

SEPT 2024

MON	TUE	WED	THU	FRI			
	1	2 Rosh Hashanah @ sunset. No evening events	3 Rosh Hashanah No classes	4 Rosh Hashanah No classes	5	OCT 2024	
6	7	8	9	10	11 Study Day Yom Kippur @ sunset		12 Yom Kippur
13	14 Exams: No Events 2Y interviews permitted	15 Exams: No Events 2Y interviews permitted	16 Exams: No Events 2Y interviews permitted Sukkot @ sunset	17 Exams: No Events 2Y interviews permitted	18 Exams: No Events 2Y interviews permitted		19
20	21 Classes Resume	22	23	24	25 No 1Y events prior to 6pm		26
27	28	29	30	31			

### Interview Calendar Notes

- 2Y offers, including return offers to summer interns, must be held open for at least three weeks from the date of the written offer. 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 14, 2025, 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](#).

	MON	TUE	WED	THU	FRI		
					1	2	
NOV 2024	3	4 Fall Break	5 University Closed Election Day	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27 University Closed Thanksgiving holiday	28 University Closed Thanksgiving holiday	29 University Closed Thanksgiving holiday	30

November Notes:

All lunchtime events (on campus or virtual) must be held between 12:45pm-1:45pm.  
All off-campus evening events, including invite-only, must be scheduled between 6:30pm-7:30pm or 8:30pm-9:30pm. On-campus events may be scheduled between 6pm-7pm and 8pm-9pm.

	MON	TUE	WED	THU	FRI	
1	2	3	4	5	6 Last Day of Classes	7
8	9 Exams: No Events No interviews. Invites released after 5pm	10 Exams: No Events No interviews. Invites released after 5pm	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
15	16 No Events No Interviews	17 No Events No Interviews	18 No Events No Interviews	19 No Events No Interviews	20 Term Ends/ Winter Break	21
22	23 No Events No Interviews	24 No Events No Interviews	25 University Closed No Events	26 University Closed No Events	27 University Closed No Events	28
29	30 No Events No Interviews	31 No Events No Interviews				

DECEMBER 2024

*December Notes: All lunchtime events (on campus or virtual) must be held between 12:45pm-1:45pm.  
All off-campus evening events, including invite-only, must be scheduled between 6:30pm-7:30pm or 8:30pm-9:30pm.  
On-campus events may be scheduled between 6pm-7pm and 8pm-9pm.*

	MON	TUE	WED	THU	FRI	
JAN 2025			1 University Closed New Year's holiday	2 University Holiday	3 All internship interviews begin	4
	5	6	7	8 2nd round internship interviews for Investment Banking	9	10 Investment Banking offers extended after 5pm. Earliest travel day
	12	13 Elective Block Week Classes	14 Elective Block Week Classes	15 Elective Block Week Classes	16 Elective Block Week Classes	17 Elective Block Week Classes
	19	20 University Closed MLK Jr. holiday	21 Spring Term Begins	22	23	24
	26	27	28 Recruiting Events Resume	29	30	31 1Y Earliest Decision 5pm

	MON	TUE	WED	THU	FRI	
FEB 2025	2	3	4	5	6	7
	9	10	11	12	13	14 Offers (2Y and 1Y) extended must be open 7 days
	16	17	18	19	20	21
	23	24	25	26	27	28

### Interview Calendar Notes

- Students cannot be required to commit to a second-round interview prior to the first interview.
- Employers should offer an alternate date and time for second-round interviews for students with scheduling conflicts.
- All 1Y offers in all industries must remain open until 5pm EST Friday, January 31, 2025, or for three weeks from receipt of written offer, whichever is later.
- Offers extended after February 14, 2025 must remain open for at least seven 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](#).

							1	
MAR 2025		2	3	4	5	6	7	8
		Exams	Exams	Exams	Exams	Exams	Exams	
		9	10	11	12	13	14	15
		Spring Break	Spring Break	Spring Break	Spring Break	Spring Break	Spring Break	
		16	17	18	19	20	21	22
		Clases Resume						
	23	24	25	26	27	28	29	
	30	31						

							1	2	3	4	5
	6	7	8	9	10	11	12				
	13	14	15	16	17	18	19				
	20	21	22	23	24	25	26				
					Last day for events	Study Day Last Day of Classes					
	27	28	29	30							
		Exams	Exams	Exams							

## Full-Time Interviews

The CMC will be pleased to host on-campus interviews for interviews taking place **Tuesday, September 3, 2024**, or later.

- Employers 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 return offers to summer interns, must be held open for three weeks from the date of the written offer.
- Offer terms must remain consistent until expiration, though minor incentives for early commitment are allowed if they align with recruitment processes and are proportionate to the offer's overall value.

## Internship Interviews

No interviews or offers are permitted between **August 18, 2024** and **January 2, 2025**. Exceptions may be allowed for certain international and regional offices outside of the 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**.

- Internship interviews for all industries begin **Friday, January 3, 2025**. Second round internship interviews for investment banking begin **Wednesday, January 8, 2025**.
- Offers for investment banking internships may not be extended **before 5 PM EST on Friday, January 10, 2025**.
- Offers for industries outside of investment banking may be extended anytime after the completion of first-round interviews.
- Employers 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, January 31, 2025**, or for three weeks of receipt of written offer, whichever is later.
- Offers extended on or after **February 14, 2025** must remain open for at least seven calendar days from receipt of written offer.