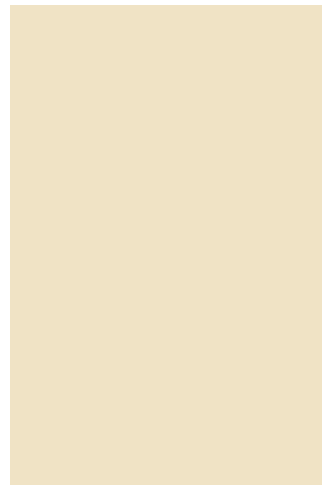


Now accepting requests for 2009-2010 interview dates. Evaluation of requests will begin on **Tuesday, May 12, 2009.**

2009-2010 Recruiters' Guide

Career Management Center



Message from Dean Hubbard



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 bridge academic theory and current, real-world practice.

Employers consistently praise the analytical skills, decision-making ability and entrepreneurial mindset that our graduates exhibit from the very first day on the job. Time and again Columbia Business School MBAs demonstrate their remarkable ability to identify and capture opportunity—a skill that is perhaps more important than ever in this challenging business environment.

The School's Career Management Center is your dedicated resource for recruiting exceptionally talented men and women. Our experienced and committed professional staff can help you identify candidates whose skills match your requirements and hiring needs. The process runs most smoothly when recruiters and students alike understand the recruiting policies highlighted in this brochure.

I invite you to get to know our remarkable candidates, who can deliver outstanding value to your organization, and I thank you for partnering with us to meet your employment needs.

With regards,

A handwritten signature in black ink that reads "Glenn Hubbard". The signature is written in a cursive, flowing style.

Glenn Hubbard
Dean and Russell L. Carson Professor
of Finance and Economics

Introduction



Welcome to the 2009–10 recruiting season at Columbia Business School. The Career Management Center (CMC) looks forward to working with your organization to develop a recruiting strategy that best suits your firm’s needs. This guide highlights the School’s recruiting policies, which facilitate the process. These guidelines can be found in greater detail online at www.gsb.columbia.edu/recruiters.

Firms are encouraged to use the guide, the Web site, their account managers and COIN—the School’s online Career Opportunity Information Network—to coordinate recruiting efforts.

The CMC counts on your firm’s 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 the letter of the School’s recruiting policies.

Academic Timeline 2009–2010

Summer Term 2009

First day of summer term classes	May 11
Midterm exams	June 22–23
Independence Day holiday	July 1–3
Final exams	August 10–14

Fall Term 2009

First day of fall term classes	September 9
Midterm exams	October 21–27
Thanksgiving vacation	November 25–29
Final exams	December 14–23

Spring Term 2010

First day of spring term classes	January 20
Midterm exams	March 3–5
Spring break	March 8–12
Final exams	April 26–May 5
Commencement	May 19

On-Campus Recruiting



Columbia Business School's 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' Web site at www.gsb.columbia.edu/recruiters. **New policies are bolded.**

Recruiter Conduct Policies

Each recruiting organization must acknowledge compliance with the Career Management Center's nondiscrimination and other recruiting policies by approving the policy form when prompted upon signing into COIN, the School's online career management system. Please distribute these policies to all those at your firm involved in recruiting. Policies can be found in full detail at www.gsb.columbia.edu/recruiters/policies.

Requesting Interview Dates

Recruiters should submit interview-date requests for the 2009-10 season through COIN at <http://coin.gsb.columbia.edu>. Requests received before 5 p.m. EDT on May 11, 2009, will be given first priority, and every effort will be made to confirm dates by May 22, 2009. Requests received after 5 p.m. EDT on May 11 will be processed after May 22 in the order received.

International Recruiters

International recruiters with global travel schedules who wish to hold callbacks immediately following their on-campus first-round interviews should schedule those interviews no earlier than October 23, 2009, for full-time recruiting or

January 12, 2010, for internship recruiting. Firms that need to request an exception to this policy should notify the CMC as soon as possible for full evaluation. The CMC must be mindful of the academic calendar, which will influence its decision. *Regardless of the interview date(s), recruiters must adhere to the offer policy stated below.*

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.

Preinterview Dinners and Sell Events

Preinterview dinners are generally not allowed. Exceptions may be made for companies outside the tristate area. Please consult Natalie Rios, who manages corporate 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.

Full-Time Recruiting

Job Descriptions

Full-time job descriptions must be uploaded to COIN one month before the application due date.

Résumés and Résumé Books

The second-year résumé book featuring the 2010 graduating class will be available in late August. It may be ordered online at www.gsb.columbia.edu/recruiters/identify/order.cfm. An online Executive MBA résumé book featuring students with profiles similar to those of second-year students is also available through this Web site. Additionally, the Experienced-Hire Talent Portal, an online résumé database for alumni and Executive MBA students, is available for sourcing lateral-hire talent.

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. Application deadlines generally default to 9 a.m. eastern time one week before the invitation-list due date. The earliest application due date is September 21, 2009.

Invitation Lists and Open Schedules

Invitation lists for full-time recruiting are due through COIN exactly two weeks (14 calendar days) before the interview dates, unless otherwise specified by the CMC. **Firms are encouraged to invite alternate candidates to ensure that the interview schedules remain full. Firms are also asked to allow students interested in the firm to bid on open interview slots. Contact your firm's account manager to learn more about the bidding process.**

Interview Guidelines

- On-campus first-round interviews for full-time positions will begin on Wednesday, October 21, 2009, and continue through April 21, 2010. For industry-specific interview dates, please see the chart on page 9.
- Off-campus first-round interviews for full-time positions in any industry may take place on Fridays, beginning on October 30, 2009. The exception is Tuesday, October 27, 2009, which is reserved for off-campus first-round interviews outside the banking industry. Recruiters must advise the CMC of plans to hold off-campus first-round interviews so that interview days are not overbooked.
- Second-round interviews for full-time positions may begin after 5:30 p.m. EDT on Friday, October 23, 2009, and continue daily. *Students must be offered at least one*

alternate day for second-round interviews, and they should not be expected to miss academic commitments.

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

Interview Blackout Periods

During 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 commitments. Blackout dates are as follows:

- November 25–29, 2009 (Thanksgiving vacation)
- December 10, 2009 (last day of classes)
- December 14–23, 2009 (final exams)
- December 24, 2009–January 19, 2010 (winter break and study tours)
- March 3–12, 2010 (midterm exams and spring break)
- Thursday, April 22, 2010 (last day of classes)
- April 26–May 5, 2010 (final exams)

Offers to Former Summer Interns

Full-time offers to students who completed summer internships at your company must be held open until November 6, 2009.

Offers

- Offers may be extended after 5:30 p.m. EDT on Tuesday, October 27, 2009. 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, 2009, or for a minimum of four weeks, whichever is later. Offers extended after February 1, 2010, must remain open for a minimum of two weeks.
- The fundamental terms of an offer must remain unchanged until the expiration date, although incentives encouraging students to commit before the deadline are permitted, as 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.

On-Campus Recruiting

Continued



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.

Internship Recruiting

Job Descriptions

Job descriptions for internships must be uploaded to COIN one month before the application due date.

Résumés and Résumé Books

The first-year résumé book featuring the September 2009 entrants will be available in mid-November. It may be ordered online at www.gsb.columbia.edu/recruiters/identify/order.cfm. 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 5, 2009, although the résumés might still be in draft stage at that time. Requesting résumés early does not replace an official application due date.

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. Application deadlines generally default to 9 a.m. eastern time one week before the invitation-list due date. For interviews

occurring on January 11–15, 2010, application due dates will be determined by the CMC.

Invitation Lists and Open Schedules

Invitation lists for internship recruiting are due through COIN exactly two weeks (14 calendar days) before the interview date, except for those companies interviewing on January 11–15, 2010:

<i>Interview Date</i>	<i>Invitation List Due</i>
January 11–15, 2010	December 16, 2009
January 19, 2010, onward	14 calendar days before the interview date

Firms are encouraged to provide invitations to alternates to ensure that schedules remain full. Firms are also asked to allow students to bid on open interview slots. Contact your firm's account manager to learn more about the bidding process.

Interview Guidelines

- First-round interviews for first-year students will begin on Monday, January 11, 2010, and continue through April 21, 2010. For certain industry-specific interview dates, please see the chart on page 9. **No interviews may take place before January 11, 2010.**
- Off-campus first-round interviews for positions in any industry may only take place on Tuesday, January 19, 2010, and all Fridays, beginning on January 22, 2010. The exception is Friday, January 15, 2010, which is



reserved for off-campus first-round interviews outside the banking industry. Recruiters must advise the CMC of plans to hold off-campus first-round interviews so that interview days are not overbooked.

- Second-round interviews for first-year students may begin after 5:30 p.m. EST on Tuesday, January 12, 2010, and continue daily. *Students must 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.
- Exceptions may be made for Asian offices; however, the academic calendar will influence the School's decision.

Interview Blackout Periods

During blackout periods, firms should not offer formal interview schedules; however, individual students may be interviewed if arrangements do not conflict with their personal or academic commitments. Blackout dates are as follows:

- March 3–12, 2010 (midterm exams and spring break)
- April 22, 2010 (last day of classes)
- April 26–May 5, 2010 (final exams)

Offers

- Offers may be extended after 5:30 p.m. EST on Friday, January 15, 2010. Firms may not invite students to sell events or other postinterview events until offers have been extended.
- Offers must remain open until February 15, 2010, or for two weeks after the offer date, whichever is later.
- Hiring organizations should inform students of their status and/or timeline for decisions within two weeks of their interviews.
- Offers resulting from meetings at regional or national conferences or any prearranged exception to Columbia Business School policies must comply with the above-mentioned offer-acceptance policies.

Policy Infractions

Columbia Business School will communicate recruiting-policy infractions to students on the student-facing COIN homepage for a period of three years.

Job Postings

Companies are encouraged to post jobs for MBA and experienced-level (including Executive MBAs and alumni) opportunities at www.gsb.columbia.edu/recruiters. Those posting jobs for current students must adhere to the policies detailed here and online.

Recruiting Events



Recruiting events include any informational or social event held on 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 only. For specific dates and times for on-campus and off-campus events, please see the guidelines below and the calendar on page 10. **New policies are bolded.**

Recruiting guidelines apply to events planned by either the CMC or student clubs.

On-Campus Corporate Recruiting Presentations

The Career Management Center 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 14 to November 13, 2009, but they may be scheduled until December 11, 2009. The blackout dates noted on page 8 apply. Venues may be in Columbia Business School classrooms or University-controlled facilities. Events in University spaces are held by contract with the venue and are subject to its terms and conditions. *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 before events to minimize the amount of printed material.

Alcohol Policy

While Columbia Business School recommends alcohol-free events, the School allows beer and wine at events held on campus. Hard liquor is not allowed at events planned by the CMC or student clubs that take place on campus or in surrounding venues. For more information, please call Director of Employer Relations Bruce Lloyd at 212-854-8687.

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 select Fridays during the day until November 13, 2009. 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 16, 2009. Off-campus events planned by clubs may take place any evening after 6:30 p.m. from November 16 to December 11, 2009, excluding blackout dates.**

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.

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 your on-campus recruiting account manager by August 15, 2009, so that the CMC can advise students and help them manage their schedules.

RSVPs

Companies should request student RSVPs for lunch presentations and evening off-campus events. Companies may request RSVPs for evening on-campus presentations; however, **for events planned by the CMC, RSVPs must come through COIN and may not be directed to the company.** Please keep in mind that some venues might have capacity limits.* For catering purposes, it is advisable to reduce RSVP numbers by 20 to 25 percent.

Career Forum and Multifirm Presentation Dates

Companies interviewing for full-time or internship positions may choose to attend the CMC's Career Forum rather than hold a stand-alone event. The forum, which will be held on October 8, 2009, from 12:15 to 2:15 p.m., offers an opportunity to meet many students in an informal and interactive "career fair-style" setting.

Due to space and time constraints, the CMC will also offer two industry-focused multifirm presentation and networking events that allow participating firms the chance to meet many more students than at stand-alone events. *The banking industry* will be featured on Wednesday, September 30, 2009, from 6 to 9 p.m. *Management consulting* will be featured on Monday, October 5, 2009, from 6 to 9 p.m. Launched last year, this event garnered positive feedback from students and companies alike. Firms will be charged a nominal fee to defray the cost of the networking portion of the events.

Requesting Presentation Dates

Recruiters should submit presentation-date requests through COIN. The CMC will begin evaluating presentation-date requests once interview dates are finalized. An attempt will be made to accommodate date and time preferences, but the presentation calendar will be based on the interview calendar. Presentation dates will be finalized by the end of May in the order in which they were received. Questions can be directed

to Natalie Rios at 212-854-8224. *Since classes and 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.*

Summer 2009 Event Guidelines

- Companies may offer receptions during the summer at off-campus locations for all students who will participate in full-time recruiting during fall 2009. Beginning in June, the CMC can provide a summer directory to facilitate identifying and contacting students for summer receptions.
- Companies may 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 have summer internships before participating in full-time recruiting during the fall. **All summer recruiting events should be coordinated through the CMC. Student clubs should not plan recruiting presentations during the summer.**
- Contact Natalie Rios at 212-854-8224 to plan a summer reception, request a summer directory or plan a summer event for January entrants only.

Immersion Programs

Recruiting organizations may offer short-term, intensive programs for January entrants during the period between August 17 and September 4, 2009. Presentations, applications and interviews for these programs should be coordinated through Natalie Rios at 212-854-8224.

Guidelines for Second-Year-Only Events

- On-campus recruiting events exclusively for second-year students may take place on specific dates from September 14 to October 20, 2009, and again from October 28 to December 11, 2009. The blackout dates noted on page 8 apply.
- Off-campus presentations and events may be held on Thursday evenings after 7:30 p.m. or anytime on Fridays, beginning September 17, 2009.

* 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 Joint-Year or First-Year-Only Events

Corporate presentations for both class years or just first-year students may be scheduled on certain dates from September 29 to October 20, 2009, and again from October 28 to December 11, 2009. The blackout dates noted at right apply. No recruiting events involving first-year students may take place before September 29, 2009.

- Off-campus presentations and events open to first-year students may be held on Thursday evenings after 7:30 p.m., beginning October 1, 2009, or anytime on Fridays, beginning October 30, 2009.
- Off-campus events may take place any evening after 6:30 p.m. between November 16 and December 11, 2009 (except during blackout dates noted at right). These events should be coordinated with the student clubs.

Sign-in Sheets

Students note that sign-in sheets at major events delay entry. Instead of sign-in sheets, the CMC encourages your firm to provide students with a card to complete and drop off later during the event. This will speed entry to the event and still allow interested students to receive follow-up information from your firm. Student clubs may develop their own rules about sign-in sheets at events they plan.

Working with Student Clubs

The CMC publicizes all the recruiting events it manages to relevant student clubs. The CMC (along with the Office of Student Affairs) is a key adviser to student clubs about educational and recruiting events planned by firms directly with clubs. See page 11 for more information about being involved with student clubs.

Event Blackout Periods

Recruiting or educational 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.

- April 23, 2009 (last day of classes)
- April 27–May 6, 2009 (final exams)
- June 22–23, 2009 (summer exams)
- August 10–14, 2009 (summer final exams)
- August 17–September 13, 2009 (summer break and start of fall term)
- October 21–27, 2009 (midterm exams)
- November 25–29, 2009 (Thanksgiving vacation)
- December 10, 2009 (last day of classes)
- December 14–23, 2009 (final exams)
- December 24, 2009–January 19, 2010 (winter break and study tours)
- March 3–12, 2010 (midterm exams and spring break)
- April 22, 2010 (last day of classes)
- April 26–May 5, 2010 (final exams)

All members of organizations hosting multiple events through the CMC or through student clubs are asked to clearly convey to students that they are not asked or expected to attend all events to be considered for employment.

Interview Calendar

October/November 2009: Full-Time Recruiting

M	T	W	Th	F
19 OCTOBER	20	21 On-campus 1st-round interviews—banking* only	22	23 On-campus 1st rounds— all industries 2nd rounds may begin at 5:30 p.m. ET [†]
26 On-campus 1st rounds—all industries 2nd rounds—all industries	27 Off-campus 1st rounds— all industries Offers extended after 5:30 p.m. ET	28 Fall term classes resume	29 On-campus 1st rounds—all industries	30 Off-campus 1st rounds— all industries
2 NOVEMBER On-campus 1st rounds—all industries 2nd rounds—all industries	3	4	5	6 Off-campus 1st rounds— all industries
9	10	11	12	13
Interviews continue in this manner through December 9, 2009, and from February 8 to April 21, 2010, with the exception of the blackout dates listed on page 3.				

January 2010: Internship Recruiting

M	T	W	Th	F
11 On-campus 1st-round interviews—banking* only	12	13 On-campus 1st rounds—all industries 2nd rounds may begin at 5:30 p.m. ET [†]	14	15 Off-campus 1st rounds— all industries Offers extended after 5:30 p.m. ET
18 Martin Luther King, Jr. Day No on-campus interviews 2nd rounds—all industries	19 Off-campus 1st rounds— all industries On-campus 1st rounds—all industries	20 Spring term classes begin	21	22 Off-campus 1st rounds— all industries
25	26	27	28	29
Interviews continue in this manner through April 21, 2010, with the exception of the blackout dates listed on page 5.				

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

[†] 2nd-round interviews take place off campus and are arranged directly between the recruiter and candidate. For 2nd-round interview policies, please see pages 3 and 5.

Presentation Calendar

Second-Year Students Only	Event Date	On-Campus				Off-Campus		
		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 14			■				
	Tuesday, September 15	■		■				
	Wednesday, September 16			■				
	Thursday, September 17	■	■				■	
	Friday, September 18	Rosh Hashanah						
	Monday, September 21		■		■			
	Tuesday, September 22	■	■		■			
	Wednesday, September 23		■		■			
	Thursday, September 24	■	■		■		■	
	Friday, September 25							■
	Friday, October 2							■
	Friday, October 9							■
	Friday, October 16							■
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 28	Yom Kippur						
	Tuesday, September 29	■	■		■			
	Wednesday, September 30*		■		■			
	Thursday, October 1	■	■		■		■	
	Monday, October 5*		■		■			
	Tuesday, October 6	■	■		■			
	Wednesday, October 7		■		■			
	Thursday, October 8	FORUM	■		■		■	
	Monday, October 12		■		■			
	Tuesday, October 13	■	■		■			
	Wednesday, October 14		■		■			
	Thursday, October 15	■	■		■		■	
	Monday, October 19		■		■			
	Tuesday, October 20	■						
	Wednesday, October 28			■				
	Thursday, October 29	■	■				■	
	Friday, October 30							■
	Monday, November 2			■				
	Tuesday, November 3	■		■				
	Wednesday, November 4			■				
	Thursday, November 5	■	■				■	
	Friday, November 6							■
	Monday, November 9			■				
	Tuesday, November 10	■		■				
	Wednesday, November 11			■				
	Thursday, November 12	■	■				■	
	Friday, November 13							■
	Monday, November 16			■		■		
	Tuesday, November 17	■		■		■		
	Wednesday, November 18			■		■		
	Thursday, November 19	■	■			■	■	
	Friday, November 20							■
	Monday, November 23			■		■		
	Tuesday, November 24	■		■		■		
	Monday, November 30			■		■		
	Tuesday, December 1	■		■		■		
	Wednesday, December 2			■		■		
	Thursday, December 3	■		■		■		
	Friday, December 4							■
	Monday, December 7			■		■		
	Tuesday, December 8	■		■		■		
	Wednesday, December 9			■		■		
	Friday, December 11							■

■ = Available event time

* Banking industry multifirm event from 6 to 9 p.m.

* Management consulting multifirm event from 6 to 9 p.m.

Working with Student Clubs and Conferences

In addition to the single corporate presentation planned for each class year through the Career Management Center, events may be held in cooperation with student clubs at the clubs' discretion and with guidance from the School administration. Clubs must have their fall on- or off-campus events on the calendar by October 1, 2009. 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, 2009. In good times and bad, calendar overload is a much-discussed issue on campus, and neither student clubs nor the School may be able to accommodate every proposal.

Student feedback indicates a preference for fewer events. However, each event should include a robust number of company representatives to maximize student-company interaction. The CMC encourages collaborative events between multiple clubs and companies. To suggest a club-related event for the fall, contact the club's officers listed online at www.gsb.columbia.edu/students/services/beyond/orgs-list#1 after June 15, 2009.

Page 10 has a calendar of events planned by the CMC on behalf of students. **To avoid conflicting events, please steer clear of these times when working with clubs.** For more information, please contact Natalie Rios at 212-854-8224. Please 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 based on calendar availability*. Exceptions follow.

- 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—generally from 5:45 to 6:45 p.m.
- Late evening—after 9 p.m. (except Thursdays)
- Anytime on Fridays (after October 30, 2009, for first-year students)

Exceptions

- Clubs may not hold corporate or “educational” events sponsored by companies that include first-year students until Tuesday, September 29, 2009. Events must be for second-year students only until that time.
- Clubs may not hold corporate events of any size during exams (June 22–23, August 10–14, October 21–27 and December 14–23, 2009, as well as March 3–5 and April 26–May 5, 2010).
- Clubs should not schedule events during the summer intersession (August 15–September 13, 2009), during the Thanksgiving vacation (November 25–29, 2009) or on the last day of classes (December 10, 2009, and April 22, 2010).
- Targeted off-campus events may not begin before Monday, November 16, 2009. The CMC does not plan these events. Companies should work with student clubs to avoid conflicts.

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 Megan Hallan in Corporate and Foundation Relations at 212-854-6043.



Be part of the Columbia Business School **Go Green** program by adopting **Go Green** guidelines set forth by the Green Business Club in planning your corporate events. Visit www.gsb.columbia.edu/recruiters for more information on how you can use the **Go Green** logo on your publicity and place your organization in the running for **Go Green** recognition in upcoming employment reports.

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