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School of Management

Kellogg School of Management Career Management Center
2017-18 Recruiting Reservation Guide

Please consider this your guide to making reservations for Kellogg School of Management Career Management Center on-campus recruiting process which encompasses full-time and internship recruiting, company presentations, Kellogg Networking Nights, and atrium hours. The sections below will cover:

- Interview Requests
- Event Requests
- Our Scheduling Process and Timing
- Using Kellogg's Career Management System
- Kellogg Interview Deadlines & Key Recruiting Dates

Other on-campus engagement opportunities, such as lunch & learns, coffee chats, and case competitions, can be arranged through Kellogg student clubs.

Please do not hesitate to email or call your Kellogg CMC contact with any questions you have after reading through the information below. We look forward to partnering with you in order to ensure a smooth reservation process.

Interview Requests

Open and Closed interviews
Kellogg policy requires that interviews cannot be 100% Closed. There are three options for Closed/Open ratios:
- 80% Closed / 20% Open
- 50% Closed / 50% Open
- 100% Open
  - *Closed = Invited by company*
  - *Open = Determined by student bids*

Back-to-Back Interviews
Back-to-back interviews refer to the process of <u>each candidate meeting with two company representatives during their scheduled interview time</u> (i.e. 60 minute back-to-back interviews mean that the candidate will be interviewing for 60 minutes total, spending 30 minutes with each of the two interviewers). Back-to-back does not refer to the two recruiters interviewing together in the same room, or to all interviews running consecutively.

For this format, the number of schedules will equal the number of recruiters you will be bringing – therefore, the minimum number of schedules would be 2. Please contact your Industry Relationship Manager for further clarification.

Interviewing on Consecutive Dates
If you conduct first-round interviews on consecutive days, please note this in the Comments/Special Requests section of the form.   Input the number of schedules you will want on the first day and we will mirror it on the second day. This does not apply to situations where your first-round interviews are on one day and your second rounds (call-backs) are the following day. Kellogg can't provide rooms for second rounds until on-campus recruiting is done.

Interview Count

Below are the numbers of individual student interviews that make up one interview schedule based on length of interview. Items to note when determining the number of schedules to request:

- ***Number of schedules requested should be the number of interview rooms you want, not the number of candidate you want to see.*** To interview 24 candidates, you could request 2 schedules of 30-minute interviews, or 3 schedules of 45-minute interviews.
- For each *schedule* you must have at least one interviewer on-campus on the day of interviews

Interview length	Slots per schedule
30-minutes	12
45-minutes	8
60-minutes	7
30-min. back-to-back	7*
45-min. back-to-back	5*

The back-to-back format always requires an even number of schedules but this is noting number per individual schedule. For 30-min back-to-back interviews, there will be 14 candidates across 2 schedules

Request Forms

Complete one request form for each job you'll be recruiting for separately.

- To recruit full-time and internship roles for two different functions, you'll complete 4 reservation forms *(i.e. if you are recruiting for finance and marketing functions, you will fill out one reservation form for each of the following interviews: 1) full-time marketing, 2)full-time finance, 3) internship marketing, and 4) internship finance)*
- To recruit for multiple functions/positions on the same interview schedule(s), fill out one request form for internship and/or one for full-time. Please note that there's no way to separate students interested in different functions/positions into specific times or schedules. All recruiters sent must be able to interview any candidate for any functions/positions listed

Job Descriptions

You won't submit job descriptions at this time – simply your requests for space. Additional information about how to submit job descriptions for both full-time and summer internship roles will be sent after confirmations for space are provided to you.

Coordinator Rooms

Due to space restrictions, a coordinator room may only be requested by those companies using 10 or more interview rooms on any given day.

Event Requests

Timing

- On-campus recruiting events with second-year students begin September 18
- First-year students can be engaged in recruiting events beginning October 9
- When requesting events, please check the Recruiting Calendar below to be sure your requested event dates work with the timing of deadlines for your requested interview dates. (*i.e. do not schedule a company presentation after the student resume submission deadline for your interviews*)

Second Year Events

Due to low attendance, second-year only presentations are only recommended for companies with a successful recruiting history at Kellogg or who have had successful second-year only presentations in the past. All other companies are encouraged to consider attending a KNN.

Number of Events

A company can formally engage with each class only one time through the CMC. For example, a company holding a 1st year presentation would not be able to participate in the 1st year KNN. If you participate in a combined 1st and 2nd year KNN, you would not be able to hold an individual presentation for either class.

Description of events:

Company presentations

An hour long single-company event that will help acquaint Kellogg students with your firm, its culture and its MBA opportunities. Each presentation has one hour on the Kellogg calendar including Q&A and networking. There are a limited number of rooms available in our building. All other presentations are held at off-site venues booked by the company.

Kellogg Networking Nights (KNN)

These cocktail-reception-style events are an alternative to formal company presentations and are an excellent way to talk with students who may not attend a single company event but may want to find out information about your organization. KNNs will be held on September 18, 21, 28, October 10, and April 13.

Atrium Hours

In addition to (or in lieu of) other corporate promotion events, companies can reserve a table for the day outside the atrium in our building. Representatives staff the table for as much or as little of the day as they like and students can stop by to talk whenever they like. Kellogg does not have classes on Wednesdays so foot-traffic is greatly reduced on that day.

Our Scheduling Process and Timing

Requests are taken online only. Any requests submitted between <u>Wednesday May 3 and Wednesday, May 10</u> will be considered in the initial round of scheduling. We will begin sending out confirmations for these reservations in late May. Requests submitted after May 10, will be considered on a first-come, first-serve basis.

- Interviews: We use a combination of your requests and room availability to lay out a balanced schedule of interviews. If requested interview dates aren't available, we will assign you the date closest to your original request. If you have specific dates or days of the week you can't interview, please note them in the Comments/Special Requests section of the form.

- Presentations: Our team tries to ensure companies in competing industries or recruiting for competing functions are not presenting at times that present a conflict of interest for our students or your organization. If your requests aren't available, we will assign you the date/time closest to your original request. In the Comments/Special Requests section of the form, please note any date restrictions and tell us if your requested date/time *or* presenting in our building is more important.

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Using Kellogg's Career Management System (CMS)
The address for the web form is: www.kellogg.northwestern.edu/jobs

You will need a username and password to enter the CMS. If this is your first time in the system, click on "1st Time User: Create a New Account". If you have used the Kellogg CMS previously, use your assigned username and password.

Once you have entered the system, follow these steps:

1. Click on the "Reservations" tab at the top of the page
2. Click on the specific reservation you would like to fill out. Options are:
   o Interviews – Full Time Positions
   o Interviews – Summer Internship Positions
   o Company presentation
   o Atrium Hours
   o Kellogg Networking Night
3. Complete the form, taking into consideration the important information in this guide
4. Click save

You should get messaging stating that your reservation has been saved and reminding you that **you must go back in and submit on or after May 3.** The reservation should then be visible under the "Not Submitted" tab. Once you formally submit (on or after May 3), the request will be visible under the "Outstanding" tab. If it has not moved from one tab to the other, your request is not in line to be scheduled.

Kellogg Career Management Center On-Campus Recruiting Calendar 2017-2018				
Full Time Recruiting (class of 2018)				
Recruiting Date	**Bid Round**	**Resumes Due (from students)**	**Closed List Due**	**Bidding Ends**
October 11 - 12	Banking	September 25	October 2	October 5
October 16 - 20	1	September 25	October 2	October 5
October 23 - 27	2	October 2	October 9	October 12
October 30 - November 3	3	October 9	October 16	October 19
November 6 - 8	4	October 16	October 23	October 26
Internship Recruiting (class of 2019)				
Recruiting Date	**Bid Round**	**Resumes Due (from students)**	**Closed List Due**	**Bidding Ends**
January 10 - 11	Banking	December 8	December 15	January 4
January 16 - 19	A	December 8	December 15	January 9
January 22 - 26	B	January 1	January 8	January 11
January 29 - February 2	C	January 8	January 15	January 18
February 5 - 9	D	January 15	January 22	January 25

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RECRUITING KEY DATES 2017 - 2018

2017	
May 3 - 10	Interview / event reservation submission begins
August 7	Full-time job descriptions due into CMS for on-campus recruiting
Late August	2nd Year resume database available
August 19 - 26	Full-time KWEST trips
August 28	CIM (orientation) begins for 1st Years
September 11	2nd Year pre-term class
September 18	Fall quarter classes begin
September 18	2nd Year Kellogg Networking Night (KNN) – Consulting
September 21	2nd Year Kellogg Networking Night (KNN) – Multi-industry
September 25	1st Year educational events w/clubs begin (*No networking or taking attendance until Oct. 9*)
September 28	2nd Year Kellogg Networking Night (KNN) - Multi-Industry
October 9	Internship job descriptions due into CMS for on-campus recruiting
October 9	1st Year presentations and other off-campus events/dinners may begin
October 10	1st and 2nd Year Kellogg Networking Night (KNN) - Multi-Industry
October 11 - 12	Full-time banking interviews
October 16	Full-time on-campus interviews begin (*continue to November 8*)
November 1	1st Year applications for on-campus internships can begin
Mid-November	1st Year resume database available
November 7	1st and 2nd Year Kellogg Networking Growth Forum Opportunity - Multi-Industry
November 7-8	Growth Forum (*No company recruiting or events*)
November 14	1st and 2nd Year Kellogg Networking Night (KNN) - Multi-Industry
November 17	Last day of company events in 2017
November 20 - 24	Thanksgiving break (*no classes*) (*CMC office closed November 23-24*)
December 1	2nd Year offer decision deadline - full-time offers from student's summer employer
December 4 - 8	Fall quarter final exams
December 8 – January 7	Winter break (*no classes*) (*CMC office closed December 22 - January 1*)
2018	
January 8	Winter quarter classes begin
January 10 - 11	Internship banking interviews
January 12	2nd Year decision deadline for full-time offers (or one week, whichever is later)
January 15	Martin Luther King, Jr. Day (*no classes – CMC closed*)
January 16	Internship on-campus interviews begin (*continue to February 9*)
March 2	1st Year decision deadline for internship offers (or one week, whichever is later)
March 17 - 23	Winter quarter final exams
March 24 – April 2	Spring Break (*no classes*)
April 3	Spring quarter classes begin
Early April	Startup Career Fest (In partnership with Northwestern University)
May 28	Memorial Day (*no classes – CMC closed*)
June 9 -15	Final exams spring quarter
June 18	All students available for summer internships. *Some may be available in the prior week.*
June 22	Kellogg Convocation