



VANDERBILT BUSINESS[®]

2024-2025

RECRUITING TOOLKIT

VANDERBILT OWEN CAREER MANAGEMENT CENTER

OWENCMCRECRUITING@VANDERBILT.EDU

TABLE OF CONTENTS

<u>Employer Relations & Recruiting Team</u>	2
<u>Portfolio of Programs</u>	3
<u>Recruiting Timeline</u>	4
<u>Important Dates</u>	5
<u>On-Campus/Virtual Recruiting Touchpoints</u>	6
<u>Recruiting Strategy</u>	8
<u>12Twenty Career System</u>	9
<u>Campus Map and Parking Information</u>	10
<u>Catering Options & Happy Hour Venues</u>	11
<u>Employment Reports</u>	12
<u>Recruiting Guidelines</u>	13

EMPLOYER RELATIONS & RECRUITING TEAM



HEATHER YOCKEY

DIRECTOR

EMAIL HEATHER



EMMA DUNCLIFFE

ASSISTANT DIRECTOR

EMAIL EMMA

PORTFOLIO OF PROGRAMS

	MBA	MS FINANCE	MASTER OF MARKETING	MS DATA SCIENCE
LENGTH OF PROGRAM	2 Years	10 Months	10 Months	2 Years
YEARS OF WORK EXPERIENCE	Avg. 3-6 Years	Avg. 0-.5 Years	Avg. 0-.5 Years	Avg. 0-3 Years
ROLE LEVEL	Analyst/ Associate Sr. Associate	Analyst	Analyst	Analyst/Associate
PRE-PROGRAM SUMMER INTERNSHIP	No	Yes	Yes	No
SUMMER INTERNSHIP	Yes	No	No	Yes
FULL-TIME EMPLOYMENT	Yes	Yes	Yes	Yes
FALL/SPRING PROJECT, IN-SCHOOL INTERNSHIP OR CAPSTONE	Yes	Yes	Yes	Yes

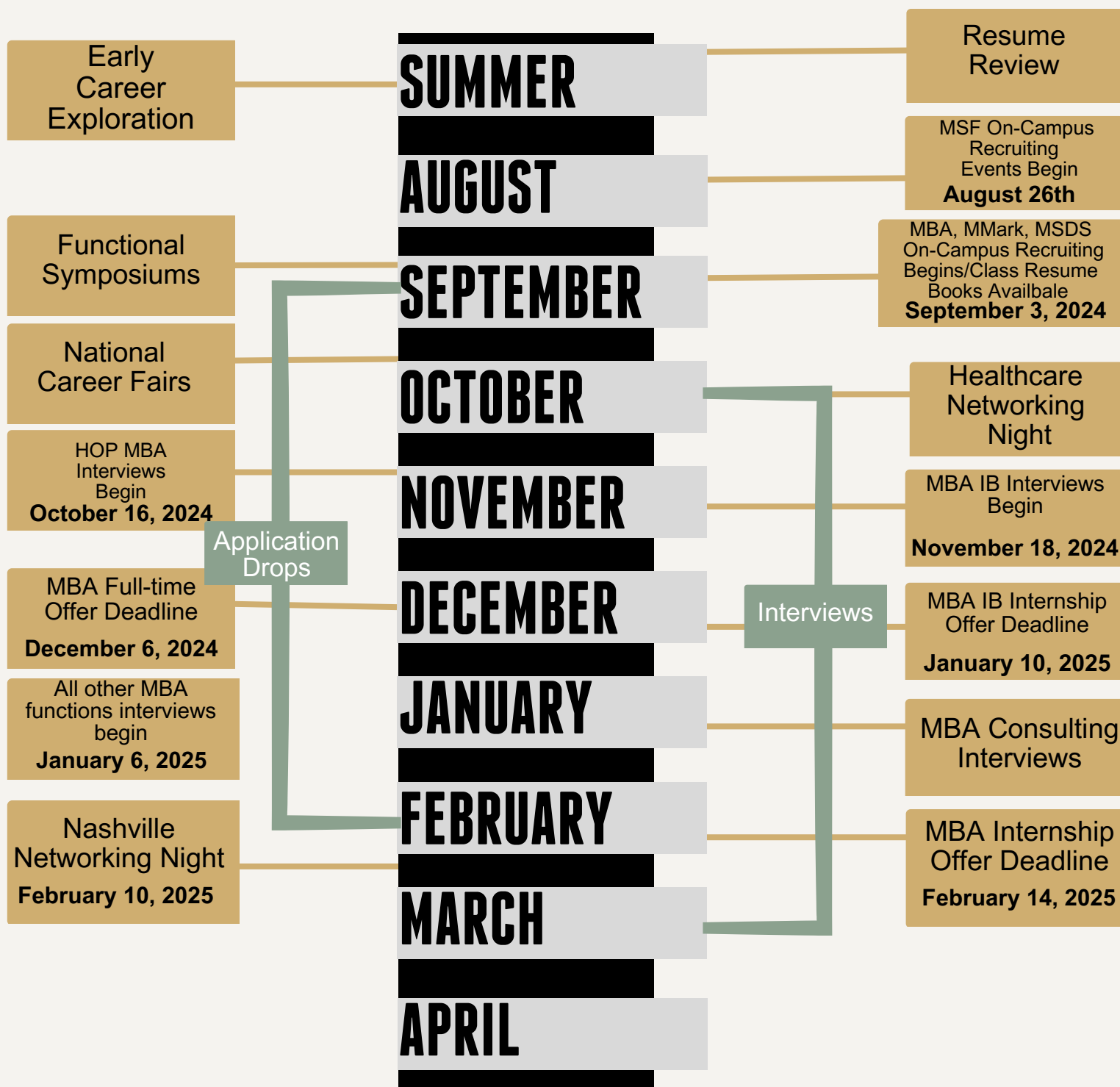
MBA Roles - finance, strategy, consulting, marketing, operations, leadership development, human organizational performance, etc.

MS Finance Roles - investment banking, investment management, equity research, corporate finance, consulting, etc.

Master of Marketing Roles - digital marketing, business analytics, client services, product management, public relations, consulting, marketing communications, etc.

Master of Data Science Roles - data science, software engineering, data engineering, research, business analytics/intelligence, consulting, etc.

RECRUITING TIMELINE



IMPORTANT DATES

RECRUITING TIMELINES

- **Monday, July 10th, 2024** - MS Finance, MMark & MSDS Early Resume Books Release
- **Monday, August 26, 2024** - MS Finance Campus Recruiting Begins & Resume Book released
- **Tuesday, September 3, 2024**- Campus Recruiting open for all programs (Information Sessions, Coffee Chats, Events, etc. held Monday-Thursday each week)
- **Tuesday, September 3, 2024** - 1YR & 2YR MBA Resume Book released
- **Tuesday, September 10, 2024** - Master of Marketing Resume Books released
- **Wednesday, October 16, 2024**- 1YR MBA HOP Internship interviews begin
- **Monday, November 18, 2024** - 1YR MBA Investment Banking internship interviews begin
- **Friday, December 6, 2024** - 2YR MBA offer deadline
- **Monday, January 6, 2025** - 1YR MBA Internship interviews for all other functions begin
- **Friday, February 14, 2025** - 1YR MBA Internship offer deadline

CAMPUS RECRUITING UNAVAILABLE

- **September 18-20, 2024** - NBMBA Conference
- **October 2-4, 2024** - Rosh Hashanah
- **October 7-15, 2024** - Exams & Fall Break/Career Immersion
- **November 25-29, 2024** - Thanksgiving Break
- **December 12, 2024 - January 5, 2025** - Exams / Winter Break
- **January 20, 2025** - MLK Day Observed

OFFER TIMELINES

- **MBA Full-time offers** should be left open until **Friday, December 6, 2024**, or 3 weeks, whichever is longer.
- **MBA HOP Internship & Investment Banking Internship offers** should be left open for 3 weeks or **Friday, January 10, 2025**, whichever is longer.
- All other internship offers should be left open until **February 14, 2025**, or 3 weeks, whichever is longer.

ON-CAMPUS / VIRTUAL RECRUITING TOUCHPOINTS

INFORMATION SESSIONS

Host an evening session Monday-Thursday to boost your presence on campus. All students are invited to attend to learn about your organization. We recommend including senior management and Owen alumni to share their insight into a “day in the life” and the opportunities with your organization. This is the best opportunity to present your marketplace differentiation and highlight your competitive advantage as an employer of business school talent.

COFFEE CHATS

This opportunity is offered during the fall for to engage with Vanderbilt Owen students. Schedule 15-20 minute individual small group (1-3 student) meetings with a company representative (typically a recruiter or alumni). Students come prepared with questions to dive deeper into company culture, role specifics, etc. This is a great opportunity for our students to explore company opportunity in a small group setting.

FUNCTIONAL CLUB SYMPOSIUMS

Student-led functional clubs hold half-day Symposiums in the fall for 1st year MBA students. Typically the 2nd year leadership handles the programming as well as speaker and alumni invitations. Our functional clubs include finance, marketing, tech, human organizational performance, operations, consulting and healthcare.

ON-CAMPUS / VIRTUAL RECRUITING TOUCHPOINTS

STUDENT SPONSORED EVENTS

From bringing a woman leader from your organization in to speak to the Women's Business Association, to having a functional leader share a real-life business case from your organization with one of our functional clubs, these topical and target events often compliment a company presentation.

DISTINGUISHED SPEAKER SERIES

Sponsored by the Dean, this is an opportunity for C-level executives to speak to the student body at the Owen Graduate School and broaden your brand school-wide. Speaker topics typically include leadership and building your career in business. An opportunity for the executive to have lunch with student leadership is also generally included in the visit.

SPONSORSHIP OF CLOSING BELL

Every Thursday, the Owen community gathers for conversation and camaraderie in a relaxed atmosphere. Lead by the Owen Student Government, they welcome company sponsors when appropriate. This is a great branding avenue that touches the entire Owen community.

RECRUITING STRATEGY

CAMPUS BRAND

Build a recruiting strategy utilizing the Employer Relations Team. Let's schedule a call to discuss....

- Information sessions
- Coffee chats
- Student club engagement
- Closing bell sponsorship
- Sponsor case competitions
- Other engagement opportunities

TIMELINE

Discuss recruiting timeline and academic calendar for Vanderbilt Owen and Data Science Institute students to maximize awareness of your touchpoints.

CANDIDATE PROFILE

Partner with the Employer Relations team to create your teams' ideal candidate profile for the position.

- Determine work authorization needs
- Years of experience
- Demonstrated skills
- Location
- Hybrid/virtual work
- Compensation range

12twenty CAREER SYSTEM

The Owen Career Management Center utilizes 12Twenty as our career platform. All MBA, MS Finance, Master of Marketing, MS Data Science utilize Vanderbilt Owen 12Twenty during the internship and job search.

CREATE A PROFILE

- It takes less than a minute to submit a profile in 12Twenty.
- Ensures you receive updates about Owen CMC events
- Allows access to Owen Class Resume Books

SUBMIT JOB POSTINGS

- Choose audience (MBA, Master of Marketing, MS Finance, MS Data Science)
- Choose work authorization
- Collect resumes and cover letters in one place

CLASS RESUME BOOKS

Employers have access to download class resume books from MBA, MS Finance, Master of Marketing and MS Data Science programs when they become available each Fall (see page # for recruiting dates)

EVENTS

- View registrants and attendees of events submitted in the system
- Export attendee contact information for easy communication

OVERALL IMPACT

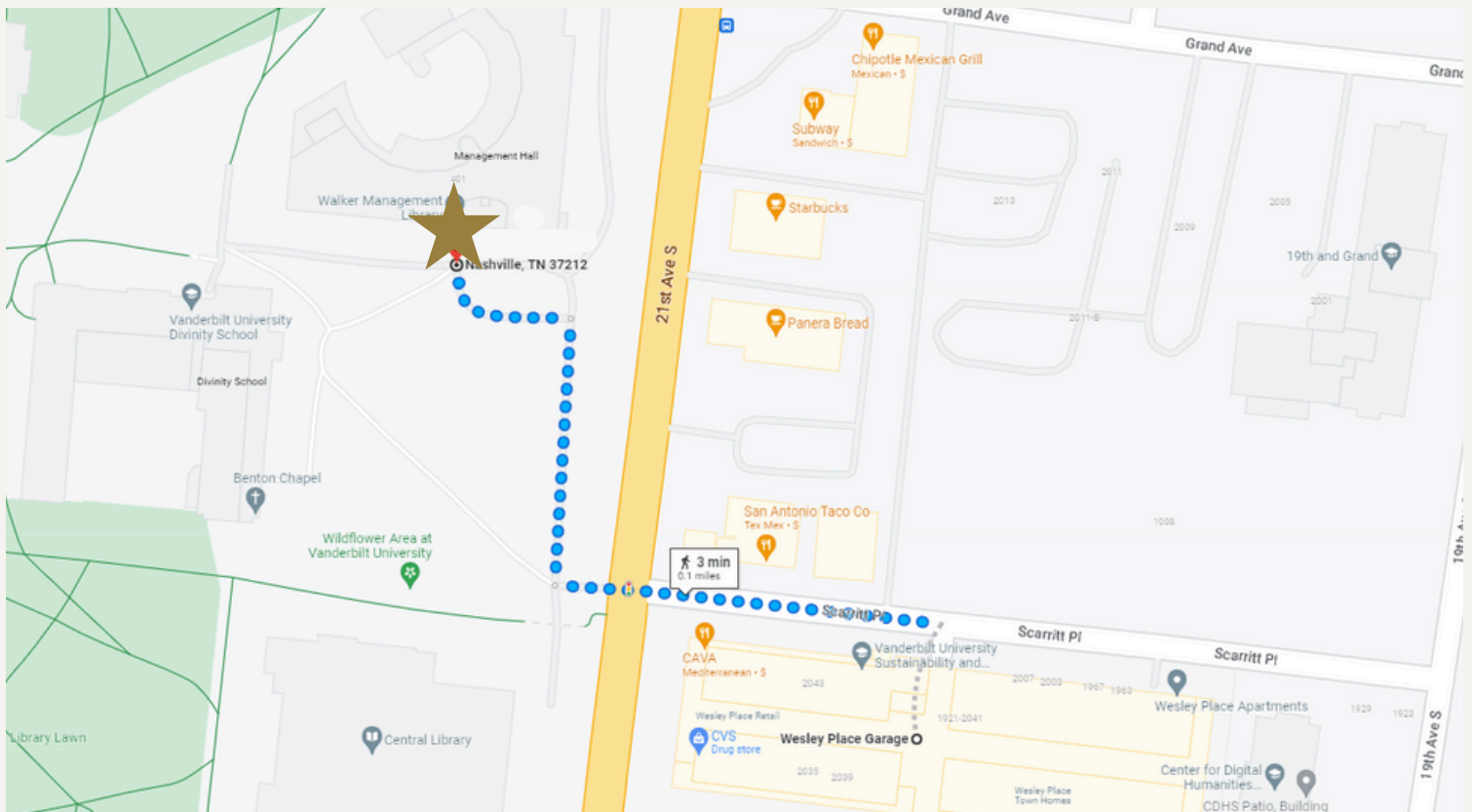
- Access to historical company data and recruiting insights
- Vanderbilt Business and Data Science Institute student engagement
- Strengthen campus recruiting partnership with Vanderbilt Owen Career Management Center

CAMPUS MAP & PARKING INFORMATION

Vanderbilt Owen Graduate School of Management
401 21st Avenue South, Nashville, TN 37203

Rideshare apps are encouraged, as parking at Vanderbilt is very limited. Wesley Garage is the closest paid parking option. It is a quick walk across the street from Owen.

- **From the north**, take I-65 to I-40 west and then look for I-40 east to exit 209B. Turn right on Broadway and veer left to stay on Broadway until it becomes 21st Avenue South.
- **From the east (airport) or south**, take I-40 west to exit 209A. Turn left on Broadway and veer left to stay on Broadway until it becomes 21st Avenue South.
- **From the west**, take I-40 east to exit 209B. Turn right on Broadway (US 70S). Follow Broadway and veer left to stay on Broadway until it becomes 21st Avenue South.



CATERING OPTIONS

Apple Spice

Taziki's

Velvet Taco

Hattie B's

Urban Cookhouse

Martin's BBQ

San Antonio Taco Company

Pizza Perfect

HAPPY HOUR VENUES

The Ainsworth

Hopsmith

Nada

Henley

EMPLOYMENT REPORTS

The Vanderbilt Owen MBA, MS Finance, and Master of Marketing programs have consistently shown strong employment outcomes year after year. Vanderbilt Owen Employment Reports include full-time employment data for the Class of 2022 and internship data for the Class of 2023.

2023 MBA EMPLOYMENT REPORT

2023 MS FINANCE EMPLOYMENT REPORT

2023 MASTER OF MARKETING EMPLOYMENT REPORT

OTHER RECRUITING CHANNELS

The Vanderbilt Career Center supports undergraduate students enrolled full-time in Blair School of Music, College of Arts and Science, Peabody College, and School of Engineering. career exploration and planning of graduate students in STEM, Humanities, and Social Sciences. This team can be reached at careercenter@vanderbilt.edu.

RECRUITING GUIDELINES

The following policies will help you have a more successful recruiting experience. Following the outlined policies positively impact your employment brand on campus, as students often discuss their experience with their peers. If you have any questions about recruiting at Vanderbilt, please contact your Employer Relations & Recruiting team.

Employer Information

The Career Management Center (CMC) provides your complete contact information to students unless specifically requested otherwise. This information is accessible only to our students and job-seeking alumni through our online recruiting system.

Communicating Candidate Status and Hiring Process

Because our program is quite rigorous, every effort should be made to accommodate candidates' class and interview schedules. The CMC requests that you keep everyone informed—both the CMC and the students—as you move through the hiring process. We can best serve you and the students when we are kept up to date concerning callbacks, offers and acceptances. To satisfy student and employer needs, the CMC has established the following policies for second-round callbacks:

- Companies must offer the students a choice from at least two second-round interview dates.
- Recruiters must give students at least three business days' notice for second-round interviews or other events held out of town.
- Students invited to visit a company will be reimbursed promptly for all expenses.

Disclosure of Policy Non-Compliance

We reserve the right to provide information to students that may be pertinent to their employment and recruiting decisions. We will collect and evaluate information so students are informed of past employer relationships with Owen. Our goal is to immediately resolve issues with employers while supporting students in their career development.

Cancellation of Recruiting

The CMC requests that companies who cancel a recruiting schedule communicate that information directly to the students. We will assist in this process but believe that such communication is more appropriate coming from the company in order to maintain that firm's credibility in the minds of students and alumni.

RECRUITING GUIDELINES

Withdrawing an Offer/Acceptance

If a firm must withdraw an offer for any reason, the recruiting contact should notify the CMC as soon as possible. The CMC considers withdrawing an offer to be a serious matter that significantly harms a firm's credibility in the minds of students and alumni. Therefore, we hope to work proactively with employers to prevent a rescinded offer from occurring. Similarly, if a student withdraws acceptance of an offer, notify the CMC so that a thorough assessment of the situation can be made immediately. The Owen Graduate School of Management considers withdrawing an offer, or acceptance by a student without cause, to be unethical behavior.

Delaying Start Dates

The CMC does not condone the practice of delaying start dates once the employer and the student agree upon those dates. If a firm is considering such action for any reason, the recruiting contact should notify the CMC as soon as possible.

Nondiscrimination

In compliance with federal law including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Vanderbilt University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability or military service in its administration of educational policies, programs or activities; its admissions policies; scholarship and loan programs; athletic or other University-administered programs; or employment. Inquiries or complaints should be directed to the Opportunity Development Center, Baker Building, Box 1809 Station B, Nashville, Tennessee 37235. Telephone: 615.322.4705 (B/TDD); fax 615.421.6871.