

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 and MMark Resume Book 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

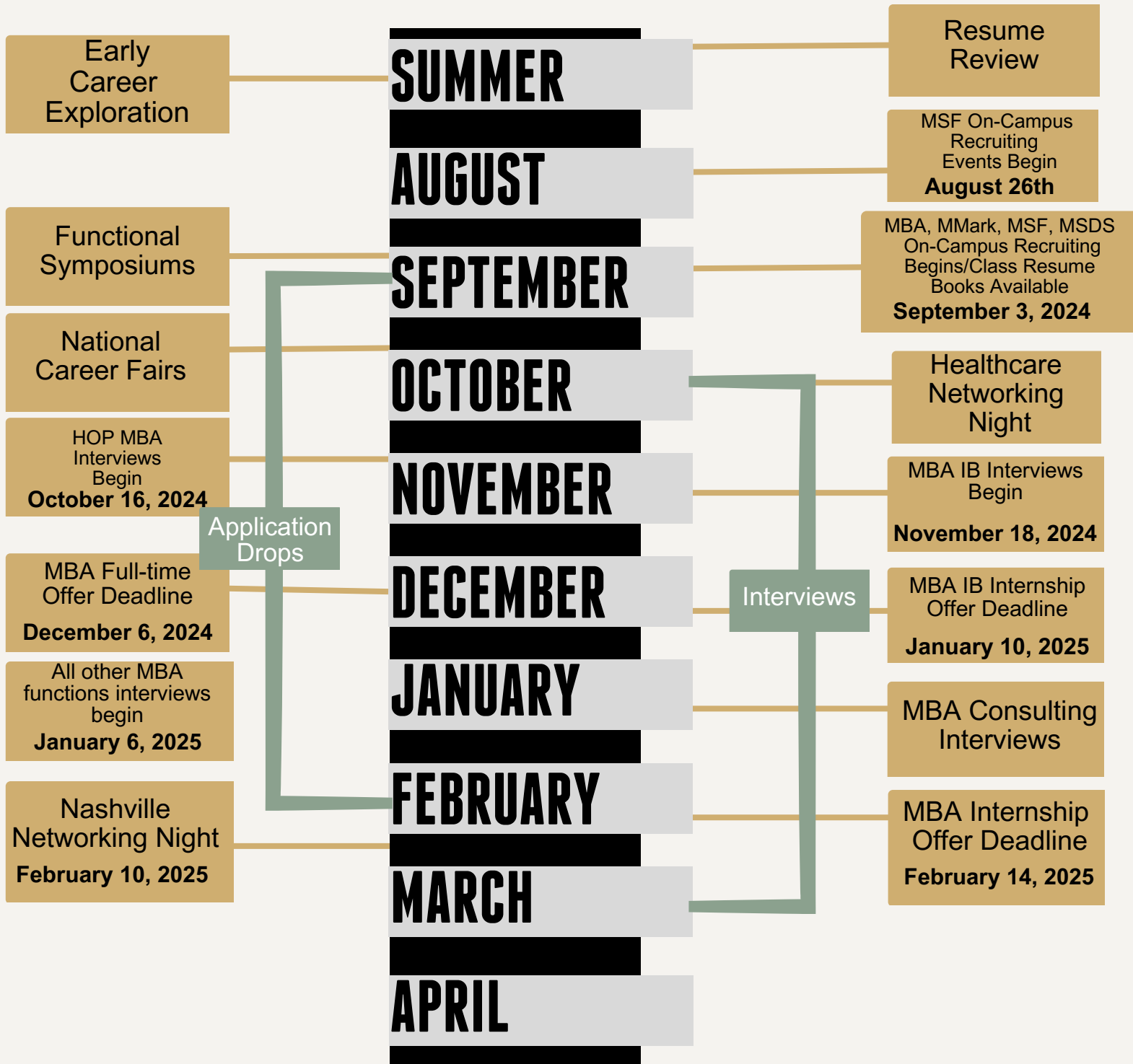
CAMPUS RECRUITING UNAVAILABLE

- **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.

RECRUITING TIMELINE



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.