KELLOGG GUIDELINES FOR RESERVING INTERVIEW DATES

1. Interview reservations are taken online only.

2. We use a combination of your requests and availability to lay out a balanced schedule of interviews. If requested interview dates are not available, we will assign you the date closest to your original request. If you have specific needs/restrictions please note them in the Comments/Special Requests section of the form.

3. **Interviews cannot be 100% Closed.** There are three options for Closed/Open ratios:
   70% Closed / 30% Open
   50% Closed / 50% Open
   100% Open
   - *Closed = Invited by company*
   - *Open = Determined by student bids*

4. Below are the numbers of interview *slots* (individual student interviews) that make up one interview *schedule* for each different interview length.

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

   (*per interview schedule*)
   Please make your reservations based on the number of **_schedules_** (interview rooms) you want, **not** the number of individual student interviews.

5. For back-to-back interviews, the number of schedules must equal the number of recruiters you will be bringing. This must be an even number as recruiters will be paired, swapping candidate's half-way through the students' scheduled interview time. Please contact your Industry Relationship Manager if you need further clarification.

6. If you are conducting 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.

7. A coordinator room may only be requested by those companies using 10 or more interview rooms on any given day. *Due to our limited number of rooms, an extra room must be requested on your Interview Reservation form at this time.*

8. You will not be submitting job descriptions at this time. Additional information regarding Employment Descriptions for both full-time and summer recruiting will be sent at a later date.

9. **Once you submit, please be sure your interview requests have moved from the Not Submitted tab to the "outstanding" tab. Until this happens, your requests have not been time stamped or sent to the CMC for scheduling.**

RECRUITING CALENDAR 2014-2015

Recruiting Dates	Bid Round	Closed List Due	Bidding Ends
2nd YEAR FULL TIME RECRUITING			
October 15-16	Banking	**September 26**	October 1
October 20 - 24	1	**October 3**	October 8
October 27- 31	2	**October 10**	October 15
November 3 - 8	3	**October 17**	October 22
November 11 - 15	4	**October 24**	October 29
1st YEAR SUMMER RECRUITING			
January 14 - 15	Banking	**December 19**	January 5
January 20 - 23	A	**January 2**	January 12
January 26 - 30	B	**January 9**	January 19
February 2 - 6	C	**January 16**	January 26
February 9 - 13	D	**January 23**	February 2

COMPLETING THE INTERVIEW RESERVATION FORM

Please read the following instructions before completing your interview requests in the Career Management System (CMS) for Employers. Contact your Industry Relationship Manager at 847-491-3168 with questions.

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 recruiting at Kellogg, click on "1st Time User: Create a New Account". If you have used the CMS at Kellogg previously, use your previously assigned username and password. If the system does not recognize your username and password, please create a new account.

- Once you have entered the system, follow these steps:
    - Click on "Reservations".
    - Read the information on the screen and then click on the specific reservation (1st Year or 2nd Year) you would like to fill out and save for submission.
    - Complete the form and click Save. You should get an immediate messaging stating that your reservation has been saved and reminding you that you must go back in and submit on or after May 6th at 11:00 am Central time. The reservation should then be visible under the "Not Submitted" tab. You will be able to submit this reservation beginning on May 6, 2014 at 11:00 AM CT.
    - Once you formally submit, 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.

- *** Important things to remember ***
    - You may not conduct all closed interviews at Kellogg.   Please see Guideline item #3 above for all of your options.
    - You may enter as many requests as needed. You will need to complete separate request forms for Full Time and Internship positions as well as for each function for which you will be recruiting individually. Examples:
        - You will be conducting full-time and internship interviews for both finance and marketing. Finance candidates will interview on separate schedules from marketing candidates. You will submit 4 separate request forms
        - You plan to have three schedules (3 recruiters) for internship recruiting and will be interviewing for finance, marketing and operations.   All recruiters can interview for any of the functions so it does not matter which schedules a student is on. You will submit only 1 request form.
    - If there are dates when you cannot interview (if you know you cannot interview on Mondays, have booked dates at other schools, etc.), please indicate this in the Comments/Special Requests section of the form.
    - If you are having trouble submitting your form, please call the CMC immediately at 847-491-3168, so that we can note the time of your problem.

- **You must click the *'Submit All'* button or the individual *'Submit to CMC'* links (right side) at or after 11:00am central time on May 6th in order for the CMC to receive your interview request(s).**