

GUIDELINES FOR COMPANY PRESENCE ON CAMPUS 2012-2013

The Career Management Center, Corporate Partnerships Office and student leaders worked together to create equitable opportunities for collaboration with employers to educate students and introduce career opportunities. Please keep the following guidelines in mind as you plan your on-campus activities.

| ACTIVITY | TIMING | BACKGROUND |
|---|--|--|
| Company involvement in club-coordinated activities | Up to 3 club events per quarter across all clubs | Creates opportunities for many companies to get involved; Assists club leaders in managing calendar; Gives students time to balance academics and career exploration |
| Club speaking opportunities | Starts 10/1/12 | Allows students 1 week of preparation prior to company exposure to be better prepared and focused |
| Club speaking opportunities with 1 st year post-event networking | Starts 10/15/12 | Times company exposure following introductory CMC workshops so students are better prepared and focused |
| Publicizing company events via weekly club newsletters* | No more than two weeks prior to event dates | Reduces e-mail clutter and encourages students to review the weekly message |
| 1 st year dinners or other off-campus events in Fall Quarter | 10/22-12/1/12 | Gives 1 st year students more time to focus on academics & career direction; No events permitted during final exams |
| Atrium Hours | 2 days per year | Allows companies additional opportunities for exposure to students |
| 1 st year coffee chats, individual or small group meetings | Starts 10/22 – advertising/sign ups can start 10/15** | Allows students to get involved with a variety of recruiting activities while remaining focused on the academics |

* Contact club leaders for submission deadlines and guidelines.

** With evening company presentations, we suggest coffee chats begin the following day.

Additional notes:

- Student clubs may host up to three events per week
- Multi-firm events for a club are encouraged and will not be counted toward a firm’s number of events per quarter
- Blanket e-mails to a class from a company are not permitted
- Participation in CIM and student conferences do not count toward a firm’s number of events per quarter
- Formal promotional events, scheduled through the CMC (i.e. Presentations, Career Forums, Kellogg Networking Nights) will not be counted toward a firm’s number of events per quarter
- Company participation in CMC-hosted, career education events will not be counted toward a firm’s number of events per quarter
- If your company is considering hosting a case competition, please contact your CMC and CP at least 4 months in advance for approval.