

GUIDELINES FOR RESERVING INTERVIEW DATES

1. Interview reservations are taken online only. Please complete and submit the online interview reservation request.
2. We schedule on a first-come, first-served basis using the time stamp on your online submission(s). If your requested interview dates are not available, we will assign you to the next available date. If you have any 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 interviewing space, 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 2012-2013

Recruiting Dates	Bid Round	Closed List Due	Bidding Ends
2nd YEAR FULL TIME RECRUITING			
October 22 - 26	1	October 5	October 10
October 29 - November 3	2	October 12	October 17
November 5 - 9	3	October 19	October 24
November 12 - 16	4	October 26	October 31
1st YEAR SUMMER RECRUITING			
January 28 - February 1	A	January 11	January 16
February 4 - 8	B	January 18	January 23
February 11-15	C	January 25	January 30
February 18 - 22	D	February 1	February 6

COMPLETING THE INTERVIEW RESERVATION FORM

Please read the following instructions before completing your interview requests in the Career Management System (CMS) for Employers. There have been recent updates, so please allow yourself time to become familiar with the system modifications. If you have any questions, please call your Industry Relationship Manager at 847-491-3168 *prior* to the submission start date (May 8th at 11:00 am CDT).

The address for the web form is: www.kellogg.northwestern.edu/jobs

- You will need a username and password to enter the CMS for Employers where you will find the Interview Reservation form. If this is your first time recruiting at Kellogg, you will need to “Create a New Account” to access the CMS. If you have used the CMS at Kellogg previously, you may 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 8th at 11:00 am Central time. The reservation should then be visible to you under the “Not Submitted” tab section. You will be able to submit this reservation beginning on May 8, 2011 at 11:00 AM CT.
- *** Important things to remember ***
 - **Combined first- and second-year presentations will not begin until Monday, October 15th. If you plan to hold such an event and would like it to take place before your Closed list due date, select a second-year recruiting date in Round 3 (Nov. 5 - 9). If you plan to hold such an event and would like it to take place before your resume submission deadline, select a second-year recruiting date in Round 4 (Nov. 12 - 16).**
 - 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 (i.e. if you know you cannot interview on Mondays or have booked dates at other schools), 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 8th in order for the CMC to receive your interview request(s).**