Please share this FAQ sheet with your on-campus interviewer.

LOGISTICS

Where will interviews take place?
Interviews are conducted in the Henry Kaufman Management Center, located at 44 West Fourth Street (just west of Broadway). Interviewers will need to show a photo ID at the security desk. Check-in for recruiting is on the fifth floor in the Office of Career Development.
Phone: 212-998-0623
Fax: 212-995-4224

How do I get to campus?
See directions and map on pages 23-26.

What time will interviews begin and end?
Check-in begins at 8 a.m.; interviews begin at 9 a.m. If you are conducting 30-minute, 30-minute back-to-back, or 60-minute interviews, the schedule will end at 5 p.m. If you are conducting 45-minute interviews, the schedule will end at 5:15 p.m. Please note that start/end times can vary depending on individual needs and requests.

RECRUITING POLICIES

When can second-round interviews be scheduled?
Because students are required to attend all first-round interviews, companies may not schedule second-round interviews until after 3 p.m. on the third day of the recruiting cycle (October 19, 2005, for full-time recruiting and January 11, 2006, for internship recruiting).

How long do students have to make a decision about an offer?
Because the decision to accept an offer requires a thoughtful assessment of the organization, the cultural fit and an evaluation against other employment opportunities, we ask that employers adhere to the following guidelines:

Full-time offers: Full-time offers extended to second-year students during the fall recruiting process must remain open for four weeks from the students’ receipt of a written offer or November 18, 2005, whichever comes later, to enable them to fully consider the offer.

Internship offers: Companies extending summer internship offers must allow a decision period of at least 15 business days from the students’ receipt of a written offer or February 13, 2006, whichever comes later, to enable them to fully consider the offer.