

GEORGETOWN UNIVERSITY McDONOUGH SCHOOL OF BUSINESS  
RECRUITERS' GUIDE



GEORGETOWN  
UNIVERSITY

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**McDonough**  
SCHOOL *of* BUSINESS



The Georgetown University McDonough School of Business Rafik B. Hariri Building provides a 179,000-square-foot environment for teaching, learning, and interaction. The facility offers students and recruiters access to 11 interview rooms, wireless Internet, and a recruiter's lounge in the MBA Career Center.

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*For more than 50 years, Georgetown's McDonough School of Business has been preparing the business world's most respected leaders. Our rigorous curricula, diverse community, vibrant location, and commitment to ethics come together to create an educational experience like no other. We invite you to consider our exceptional MBA talent for your recruiting needs.*

## Transforming Ourselves to Transform the World

Georgetown University's McDonough School of Business is a premier business school located at the center of world politics and business in Washington, D.C. Some 1,000 MBA students, 1,400 undergraduates, and 1,200 participants in executive education programs study business with an intensive focus on leadership and a global perspective. The school's faculty comprises close to 100 full-time and 70 part-time professors with teaching, research, and business experience.

## Embracing a Global Approach

Georgetown McDonough is recognized for its leadership in creating a curriculum with an international focus and global opportunities. This global approach extends to study abroad opportunities for undergraduate and full-time MBA students, career treks across the United States and around the world, and the signature Global Experience. These powerful educational experiences prepare students to adapt and succeed in changing the business world.

## Preparing Leaders to Serve Business and Society

Georgetown McDonough School of Business strives to provide a transformational educational experience that prepares students to serve business and society. The curriculum equips undergraduate, graduate, and executive students with the intellectual knowledge needed to overcome real-world obstacles, grants them the opportunities to put those concepts into action, and

inspires them to become principled leaders. Through the examples of faculty and participation in distinctive initiatives, students in the McDonough School of Business understand what it means to serve both business and society. Building on Georgetown University's Jesuit heritage of service to others, the programs offer instill in emerging business leaders a sense of responsibility to both shareholders and society.

### THREE MBA FORMATS

At Georgetown's McDonough School of Business, all MBA students graduate with a versatile general management degree, built around the core foundations of marketing, finance, accounting, strategy, operations, economics, human capital, and statistical applications. Students can choose among the Full-time MBA Program, a traditional, two-year curriculum; the MBA Evening Program, a part-time, three-year curriculum for working professionals, and the Executive MBA, a 20-month program with classes every other Friday and Saturday. All students graduate with the same comprehensive business knowledge resulting from the MBA.

### INTERNATIONAL BUSINESS DIPLOMACY

Offered jointly by Georgetown's School of Foreign Service, this program gives MBA candidates the opportunity to pursue an honors certificate in International Business Diplomacy (IBD) as part of their MBA curriculum. IBD MBAs receive additional training in international business, public policy, and business-government relations.

### DUAL-DEGREE PROGRAMS

In conjunction with other prestigious Georgetown programs, the McDonough School of Business offers dual degrees in the following disciplines:

- MBA/JD (Law School)
- MD/MBA (Medical School)
- MBA/MPP (School of Public Policy)
- MBA/MSFS (School of Foreign Service)

## Employment Offer Policies

Employers are encouraged to review the MBA Career Center's policies for employment offers. These policies highlight important dates and required timeframes related to offers for full-time and internship employment.

### FULL-TIME EMPLOYMENT OFFER POLICY

Full-time interviews conducted on campus at the McDonough School of Business will begin on **September 22, 2014**.

Full-time offers extended to second-year students after a summer internship must remain open through **November 17, 2014**. Students may be offered incentives to accept before this date.

Full-time offers extended to second-year students during the fall recruiting process must remain open for **four weeks** from the receipt of a written offer, **or until November 17, whichever comes later**.

Full-time offers extended to second-year students during the spring recruiting process must remain open for at least **10 business days** from the receipt of a written offer.

We request that employers include these acceptance deadlines in all offer letters.

We also request employers to inform students of their status within two weeks of an interview.

### SUMMER INTERNSHIP OFFER POLICY

Interviews to be conducted on campus at the McDonough School of Business will begin on **January 12, 2015**.

Internship offers extended to first-year students during the spring recruiting process must remain open for at least **15 business days** from the receipt of a written offer, **or until February 13, 2015, whichever comes later**.

We request that employers include these acceptance deadlines in all offer letters.

We also request that employers inform students of their status within two weeks of an interview.

### EXTENDING OFFERS

Job offers for both full-time and internship positions should be made in writing and sent directly to the student. Offer letters should include approximate start dates, acceptance deadlines, salary information, and other negotiated compensation.

We appreciate notification when an offer is extended by contacting your industry practice leader (see page 16.)

### EXPLODING OFFERS

Extending an exploding offer, defined as giving a candidate an unreasonably short period of time to accept an offer, is prohibited. In addition, if a student is taking an unreasonably long period of time to respond to an offer, please contact our office so we may address the issue internally.

### WITHDRAWING AN OFFER

If an employer must withdraw an offer, the employer should contact the MBA Career Center immediately. Similarly, if a student reneges on an acceptance of employment, the employer should notify the MBA Career Center immediately. Should either scenario develop, appropriate steps will be taken to review the situation before action is taken.

One of our goals is to have a successful and smooth recruiting relationship with all of our valued employer partners. If you have any questions or concerns regarding your recruiting activity with the McDonough School of Business, please contact us at your earliest convenience.

## 2014 – 2015 Academic and Recruiting Calendar

The 2014 – 2015 Academic and Recruiting Calendar provides a year-long overview of key dates associated with on-campus recruitment at the Georgetown McDonough MBA Career Center and the academic schedule for the Georgetown McDonough School of Business (MSB.) Please reference this calendar when planning your on-campus recruiting activities.

Term	Month	Day	Event
Opening Term	July	30, 31, Aug 2	MBA Evening Program Orientation (EP17)
	August	1	Full-time MBA International Orientation
		5-7	Full-time MBA Orientation (M16)
		11-29	Structure of Global Industries (M16 and EP17) and Accounting (M16) preterm session
Fall Semester	September	1	Labor Day - No classes
		2	Module 1 and Fall semester classes begin
		4	Student Organization Fair
		5	Marketing Career Day
		8	Employer presentations begin (full-time and internships)
		12	Finance Career Day
		16-20	National Black MBA Career Conference (Atlanta, GA) No OCR 17th-19th
		19	Georgetown Women in Business (GWIB) Career Day
		22	On-campus full-time interviews begin
		24-27	NSH MBA Career Expo (Philadelphia, PA) No OCR 25th-26th
	October	26	Consulting Career Day
		2-4	Reaching Out MBA Conference LGBT (San Francisco, CA)
		3	Energy Career Day / Emerging Markets Network (EMN) Career Day
		9-11	MBA Women International Leadership Conference & Career Fair (Washington, DC)
		10-11	Asian MBA Career Expo (New York, NY)
		10	Healthcare Career Day
		13	Columbus Day Holiday - No classes
		14	Last day of Module 1 classes, meets as a Monday class day
		15	Program Day (reserved for studying)
		16-18	Module 1 final exams and fall semester midterm exams
		19-26	Career Week (Fall Break)
		27	Module 2 classes begin, fall semester classes resume
	November	31	Georgetown Operations and Management Association (GOMA) Career Day
		6-8	Net Impact Conference (Minneapolis, MN)
		14	Net Impact Career Day
		21	Georgetown Global Career Conference & Expo (Washington, DC)
	December	26-27	Thanksgiving Holiday - No classes
		6	International Festival
		8	Meets as a Wednesday class day
		9	Employer presentations and on-campus recruiting ends. Last day of Module 2 and fall semester classes, meets as a Thursday class day
		10	Program Day (reserved for studying)
		11-13, 15-16	Module 2 and fall semester final exams
17		Winter break begins	

# 2014 – 2015 ACADEMIC AND RECRUITING CALENDAR

Term	Month	Day	Event	
Spring Semester	January	2	Accounting preterm session begins (EP17)	
		7	Module 3 and spring semester classes begin - Meets as a Monday class day	
		12	Employer presentations and on-campus internship interviews begin	
		19	Martin Luther King Jr. Day - No classes	
	February	6	Human Capital and Leadership Career Day	
		16	Presidents Day - No classes	
		19	Last day of Module 3 classes, meets as a Monday class day	
		20	Program Day (reserved for studying)	
	March	23-27	Module 3 final exams and spring semester midterm exams	
		Feb. 28 - March 7	Global Business Experience (M15), Spring Break (M16), ACCT 5000 (EP17)	
		2-14	Intensive Learning Experience evening session(s) (EP15, EP16)	
		9-13	Intensive Learning Experience day session (M16), Spring Break (M15)	
		16	Module 4 classes begin, spring semester classes resume	
		19	Global Business Experience opening session (EP16)	
		April	2-6	Easter Break
			9	Global Business Experience session (EP16)
	23		Global Business Experience session (EP16)	
	20		Last day to withdraw from Module 4 and spring semester classes	
	May	28	On-Campus recruiting ends. Last day of spring classes, meets as a Thursday class day	
		29	Program Day (reserved for studying)	
April 30 - May 6		Module 4 and spring semester final exams		
15		Commencement		
Summer Semester		18	Module 5 classes begin	
		25	Memorial Day - No classes	
		29	Friday meets as a Monday class day	
	June	25	Last day of Module 5 classes	
		26	Program Day (reserved for studying)	
		June 29 - July 2	Module 5 final exams	
	July	4 - 11	Global Business Experience (EP15)	
		20, 22, 23, 25	Intensive Learning Experience evening session 1	
		27, 29, 30, Aug. 1	Intensive Learning Experience evening session 2	
		July 13-Aug. 20	Module 6 for tutorial purposes only	

Academic Dates and Holidays

No On-campus Recruiting Activities

Career-Related Key Dates

MSB Career Days

National Career Conferences

# RECRUITMENT TIMELINE

The Recruitment Timeline depicts an ideal on-campus schedule, spanning approximately one month from your initial contact with our planning team to the scheduled interview date. It shows the recommended duration of each step leading up to the day of on-campus interviews. Be aware that this timeline does not account for holidays or weekends and therefore the actual timeline could be longer. If you would like to create a schedule, contact an operations coordinator approximately one month before your desired interview date (See “Next Steps” section on page 22.) This will allow sufficient time for schedule creation, application collection and review, employer selections, and student interview sign-ups.

## INITIAL CONTACT AND ESTABLISHMENT OF DATES (DAY 0 OF RECRUITMENT TIMELINE)

This step is the first in the Recruitment Timeline and should take place at least one month before your desired interview date. Before contacting the MBA Career Center, employers will need to register for an account in our online recruitment management system, Georgetown MBA Career Connection (GMCC). All recruitment activities are scheduled and managed through this platform. Once registered, you will work with a staff member to create a schedule for all desired recruiting events. Employers will submit their job or internship posting for review and approval in GMCC. Ideally, this process should be complete within one business day.

## EMPLOYER PRESENTATION (WITHIN DAYS 8-13 OF RECRUITMENT TIMELINE)

Once we work with you to determine the date of your employer presentation, the event will be listed in GMCC. Students will have a minimum of one week to RSVP. If you plan to conduct on-campus interviews, the date of the employer presentation should be any time before your chosen resume submission deadline. This will allow students to learn more about your organization and the position before they apply. Ideally, an employer presentation should take place at least two weeks before your desired interview date.

## OFFICE HOURS (WITHIN DAYS 8-14 OF RECRUITMENT TIMELINE)

Office hours are private, informational meetings for a more personalized conversation with students about your organization and the role for which you are hiring. Please see the Office Hours section of this guide for details. We require a minimum of one week between the day the office hours opportunity is posted in GMCC and the date the office hours take place. This provides students with sufficient time to select their office hours time slot. Office hours typically take place shortly after an employer presentation, often in the same week.

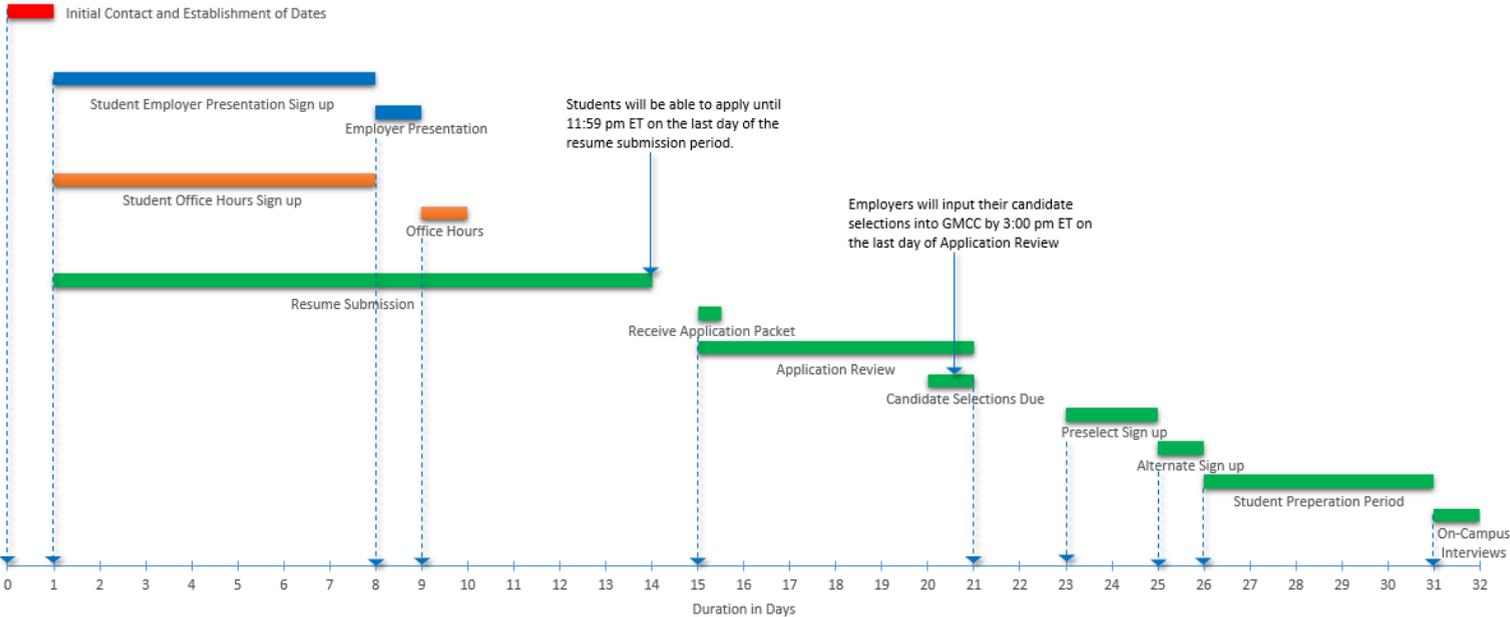
## APPLICATION COLLECTION, APPLICATION REVIEW, CANDIDATE SELECTIONS, AND ON-CAMPUS INTERVIEWS (DAYS 15-32 OF RECRUITMENT TIMELINE)

This is the most involved element of the Recruitment Timeline. The date of your on-campus interviews should fall at least one month after the posting of your job or internship position. Recruiters should allow a minimum of two weeks between the job posting and the application deadline. GMCC will accept applications until 11:59 p.m. on the date of your designated deadline. We require that employers select deadlines that do not fall on holidays or weekends.

Once the resume submission period ends, the employer contact on the job posting will receive an automatically generated PDF containing all resume submissions. The recruiter will have five days to review the applications with a sixth day to select the candidates who they would like to interview. Employers are responsible for entering their selections into GMCC by 3 p.m. on that day. The day after selections are entered, GMCC will automatically notify students who are invited as preselects (first-choice) or alternates (those on the wait list) to interview. Students who are not invited to interview are not automatically notified by the system. It is the responsibility of the employer to inform these students of their selection status.

Two calendar days after the employer has entered candidate selections, preselected students can begin choosing their interview slots in GMCC [<https://msb-georgetown.csm.simplicity.com>], followed by alternates once the preselect sign-up period has ended. Once all candidates have selected an interview time, we allow students a minimum of five days for preparation before their scheduled interview date.

# RECRUITMENT TIMELINE



**Note:** This timeline represents an example of an ideal on-campus recruiting timeframe. Because certain elements may vary with employer need (e.g., the length of resume submission period,) the events depicted on the timeline may take place any day within the suggested range on page 6.

A multi-faceted recruiting approach is the key to successful student-employer engagement. Employers have a variety of options for connecting with students beyond the traditional on-campus interview, fostering stronger relationships, higher brand recognition, and a more holistic approach to identifying top talent. Options for engagement include employer presentations, workshops, webinars and informational conference calls, informational tables, networking events, treks, and participation in Career Days.

## EMPLOYER PRESENTATIONS

Employer presentations are designed as on-campus information sessions to allow employers to share information about their company culture and upcoming hiring opportunities. These events typically are held in the earlier part of an employer's recruiting cycle, allowing students to become better acquainted with your organization and the role for which they will be applying. You will benefit from a direct approach to sharing opportunities with a strategically targeted MBA audience while gaining initial face-to-face engagement with potential candidates.

Employer presentations are scheduled from 5 p.m. to 6:15 p.m., Monday through Thursday during our regular recruiting season. Please see the Facilities section of this manual for venue options.

## WORKSHOPS

Employers who aim to share professional expertise or prepare students for case-style interviews are invited to schedule a student-facing workshop. Often, workshops are designed to facilitate interaction and problem-solving in a collaborative environment. Employers will present students with an exercise related to their organization's area of focus, challenging students to devise solutions to common case scenarios. These workshops allow employers to prepare prospective candidates with practical skillsets they can leverage throughout their careers.

## WEBINARS/CONFERENCE CALLS

Recruitment activities can take place virtually, providing employers with a convenient, cost-effective option for directly engaging with top talent. Webinars and conference calls allow employers to showcase their organization and available opportunities to a targeted pool of MBAs. These types of activities are ideal for Q&A sessions and a conversational exchange with potential candidates.

Typically, webinars and conference calls are scheduled as lunch-time events from 12:30 to 1:30 p.m., Monday through Thursday during our regular recruiting season.

## INFORMATION TABLES

Hosting a branded informational table within the Hariri Buildings allows employers to engage with students in a casual, less structured manner throughout the school day. Typically situated adjacent to the MBA student commons area, a branded information table can augment your organization's established on-campus presence and increase awareness among the MBA student community. A strategically positioned information table facilitates dialog with prospective candidates, allowing students to discover potential new opportunities as they go about their daily routine.

## NETWORKING EVENTS

Networking is an important element of recruitment and professional development. MBA employers have the option of hosting networking events to engage with potential candidates on a more informal, personal level. These events commonly take the form of happy hours or casual receptions, providing an environment conducive to social exchange and relationship building. While strengthening brand awareness among the MBA student community, these events enable employers and students to become better acquainted outside of a formal presentation or interview setting.

Networking events are typically held between 5 and 7 p.m., Monday through Thursday during our regular recruiting season. Please see the Facilities section for on-and-off-campus venue options.

## CAREER DAYS

Career Days are informational, “day in the life” events with a specific industry or functional focus, including marketing, healthcare, finance, consulting, entrepreneurship, operations, and energy. Employers who participate in career days have the opportunity to represent their organization as a key industry player and introduce students to new career paths and opportunities in their field. Co-organized by student organizations and industry practice leaders, career days are typically scheduled on Fridays during the fall semester. Alumni and recruiters can participate through panels, keynotes, roundtable discussions or networking receptions. To get involved, contact an Industry Practice Leader.

## CAREER TREKS

The MBA Career Center can collaborate with your organization to plan student visits to your employment site. Treks offer a unique supplement to the traditional on-campus information session, allowing you to showcase your workplace culture to a targeted group of inspired MBAs. Treks have brought groups of 10 to 100 students to employer destinations including New York, London, San Francisco, Tokyo, Boston, Hong Kong, Washington, D.C., and more.

Advantages of hosting a trek include:

- Students observe your organization and culture first-hand.
- Treks introduce employers to a group of targeted and focused MBAs who have a demonstrated interest in their organization.
- Treks are offered in a variety of locations throughout the year, allowing you to align the visit with your specific schedule and recruiting cycle.
- If you are interested in hosting a trek, contact one of our Industry Practice Leaders.

## OTHER SIGNATURE EVENTS

Our Washington, D.C. location allows area business, government, and international professionals to connect with top-tier MBA Talent. To foster these connections, we host three annual signature events:

- **Global Career Conference & Expo (GCCE):** Targeting MBA candidates seeking global opportunities, this annual fall event connects global organizations and top-tier international and U.S. MBA talent.
- **Hoyas Helping Hoyas:** Twice a year, Georgetown MBA Alumni and current MBA students gather for an evening of informal career networking.
- **Recruiter Appreciation Day:** This year-in-review event allows us to discuss best practices and formally thank our recruiting partners.



## GMCC JOB POSTINGS

An employer may post jobs and internships on our online recruiting system, the Georgetown MBA Career Connection (GMCC). These are self-service postings that can be made viewable to both MBA students and alumni. Employers can post full-time or part-time positions, as well as summer internships. You may elect to have candidates apply through the database or to receive applications outside of the system. To post a job or internship in GMCC, please visit <https://msb-georgetown-csm.symplicity.com/employers/index.php> and refer to the “Next Steps” section of this guide for step-by-step instructions.

## ON CAMPUS RECRUITING

### Reserving a Date

Please refer to the “Recruitment Timeline” for suggested time frames for on-campus recruiting activities. To request office hours or an interview schedule, please visit GMCC at <https://msb-georgetown-csm.symplicity.com/employers/index.php> or refer to the “Next Steps” section on page 22.

## OFFICE HOURS

### Purpose and Benefit

Office hours serve as informational meetings between students and employers. They are a networking resource for employers to identify potential candidates while learning more about individual students’ professional goals. They also allow students to become more familiar with your organization and the positions for which you are recruiting. Office hours allow students to ask more tailored questions about how they can best apply their skills to a role within your organization, while employers can become better acquainted with prospective candidates outside of the formal interview process.

### Structure

Office hours can take place in an individual or small group format. These meetings are informational in nature and typically follow a less structured agenda in contrast to traditional interviews. Both students and employers benefit from the opportunity to engage in a more personalized Q&A session and become better acquainted with how a potential candidate might fit into the hiring organization.

We recommend a 30-minute time slot for each office hours appointment. You are welcome to conduct them in an interview room within the MBA Career Center.

### Typical Office Hours Schedule for a full day (9 a.m. – 5 p.m.)

Office Hour Structure	# Interview Slots Per Room	# Students Seen
Individual	13	13
Group (3 – 4)	13	39 – 52

### Reserving a Date

When scheduling a date to conduct office hours, refer to the Recruitment Timeline for a suggested timeframe. We recommend scheduling office hours before the application deadline if you would like to speak with students looking to apply to your position. If you would like to speak with students after they have applied but before they have been chosen for an interview we recommend scheduling office hours during the application review process. Please refer to the “Next Steps: Recruiter’s Checklist” on page 23 for all required information for creating a schedule.

## ON-CAMPUS INTERVIEWS

On-campus interviews take place at the MBA Career Center. Requests for specific interview dates can be extremely competitive. We encourage you to refer to the Recruitment Timeline to determine a target interview date and contact our operations coordinators after reviewing the “Next Step Recruiter Checklist.”

### Interview Dates

On-campus interviews for the 2014 – 2015 academic year will be conducted during the following time frames:

- **Fall Semester 2014:**  
September 22 – December 9 (Full-time positions ONLY)
- **Spring Semester 2015:**  
January 12 – April 28 (Full-time positions and summer internships)

For an overview of open recruitment dates, please refer to the Academic and Recruiting Calendar in the “Key Recruitment Dates & Policy” section of this guide.

Once a job posting and interview schedule have been created in GMCC, candidates will apply through this online

system. The morning after the designated application deadline, employers receive an email with an accumulated resume packet in PDF format. The employer will have several days to review applications and assign each applicant one of three possible selection statuses: “invited” for students they wish to interview; “not-invited” for students who are not invited to interview; and “alternate” for students to be interviewed in the event an “invited” candidate declines.

Employers are required to input their selections into GMCC by 3 p.m. on the selection deadline date they have determined with the MBA Career Center. The system will then automatically notify selected candidates and prompt them to select their interview slots within GMCC.

### Structure

A typical full interview day is structured around a 9 a.m. to 5 p.m. schedule, with a 15-minute break in the morning, a one-hour lunch, and a 15-minute afternoon break. Employers have the flexibility of several interview format options, varying by number of rooms and interview length. In addition to the standard interview format consisting of one interview per candidate, employers also may choose to conduct multiple interviews with one student by using a rotating, or “back-to-back,” schedule. A rotating schedule involves the candidate interviewing with more than one representative, switching rooms between interviews.

Please note that candidates who are “not invited” will not receive an automated email notification of their status, so employers may choose to notify these candidates directly.

Typical Interview Full-day Schedule (9 a.m. to 5 p.m.)

Interview Length	# of Possible Interview Slots per Room
30 minutes	13
45 minutes	9
60 minutes	6
90 minutes	4
30 minutes (rotating schedule)	12
45 minutes (rotating schedule)	8

### On Interview Day

On interview day, an operations coordinator will greet employers when they arrive and provide a brief tour of the MBA Career Center before showing interviewers to their rooms. Our operations coordinators and front desk assistant will be on-call to assist with any employer needs throughout the day. Breakfast and lunch will be provided.

Employers will receive a resume packet and schedule of the interviews taking place in each room. Candidates are instructed to arrive and sign in 15-minutes before their scheduled interview time, and employers are responsible for greeting and escorting candidates to the interview rooms.

The MBA Career Center will provide parking validation upon request and can arrange for taxi pick-up, if needed. Please refer to the Logistics, Parking, and Hospitality section of this guide for more information.

## FACILITIES

### Classrooms

The MBA Career Center offers presentation space among several state-of-the-art classrooms within the McDonough School of Business Rafik B. Hariri Building. Each classroom holds approximately 80 students in tiered seating and is equipped with the latest audio / visual technology, including a PC, internet, Powerpoint, audio, and projection capabilities. Catering space is available outside each classroom. Please see the Event Catering section on page 14.



### Fisher Colloquium

Larger events often take place in the Fisher Colloquium, located on the 4th floor of the Hariri Building. This event space provides a stunning view of the Georgetown campus and offers employers the opportunity for a more elaborate event experience. With a capacity of 230, Fisher Colloquium provides ample space for a presentation and reception, with room for catering set-up and a separate caterer's kitchen and entrance (see Event Catering on page 14.) The room is equipped with the latest audio visual technology capabilities, including projection screens, lighting options, audio, PC, PowerPoint, and internet.



### Lohrfink Auditorium

The Hariri Building is home to Lohrfink Auditorium, a 410-seat auditorium located only steps from the MBA Career Center. This venue has housed talks by some of the world's most renowned leaders in business, politics, academia, and the arts. The auditorium is equipped with the most up-to-date audio/visual technology, including audio, projection, PC, internet, lighting options, and Powerpoint. The MBA Career Center can arrange these services upon request with a minimum of one week's notice from the employer.

A reservation in Lohrfink also guarantees use of an adjacent reception space suitable for catering and networking (see Event Catering on page 14.)



## Alternate Locations

The MBA Career Center is happy to facilitate creative solutions for alternative event space needs. Many employers choose to host less formal networking events with prospective candidates, often in the form of a happy hour or casual reception. Popular with employers, **Epicurean and Company** [<http://www.epicureanandcompany.com>] is an on-campus dining establishment within a short walking distance of the Hariri Building. The atmosphere is lively and casual, with a spacious bar area and an eclectic menu of American and International fare. Alternatively, **The Tombs** [<http://www.tombs.com>] is the perfect venue for the traditional Georgetown happy hour experience. Located just outside the University gates, this quintessential Georgetown watering hole is the perfect spot for a slightly more intimate networking or social gathering. Employers are encouraged to work directly with these venues for any arrangements.



## Audio/Visual Arrangements

All event spaces in the Hariri Building are equipped or designed to accommodate basic audio/visual components, including projection, a PC, internet access, audio, and Powerpoint. For events taking place in Fisher Colloquium or Lohrfink Auditorium, the MBA Career Center requires that the employer provide at least one week's notice as to any requested A/V requirements. For events taking place in a classroom, one week's notice is required only if the employer has special A/V requests beyond what is provided. Most typically, the only component required of the employer is a thumb drive containing the presentation, which the employer should bring on the day of the event. The Georgetown McDonough School of Business has an on-site technical support center available to assist with audio/visual needs.



Many of our employers choose to integrate light refreshments into their on-campus recruiting activities, particularly employer presentations and networking events. Though not a requirement, refreshments often contribute to a more social atmosphere that facilitates conversation and informal face-to-face interaction following a formal presentation. Georgetown's McDonough School of Business has relationships with several preferred caterers who regularly service our employer recruiting events. We encourage employers work with these vendors directly:

## **Corp Catering (student-run company, based on campus)**

(202) 657-1106

<http://www.thecorp.org/corpcatering>

## **Epicurean (catering and hosting of space)**

3800 Reservoir Road, Washington, D.C. 20007

(202) 625-2222

<http://www.epicureanandcompany.com>

## **Georgetown Catering**

(202) 687-7165

[www.georgetowncatering.com](http://www.georgetowncatering.com)

## **Occasions**

(202) 546-7400

<http://www.occasionscaterers.com>

## **Quite a Stir (required vendor for events taking place in Fisher Colloquium)**

(202) 298-6818

<http://www.quiteastircatering.com>

## Location of Catering Arrangements

Depending on the event venue, the preferred location for catering will vary.

### CLASSROOMS

For events taking place in classrooms, catering should be assembled in the hallway directly outside the classroom, closest to the elevators at either end of each floor. These are the areas with the least amount of student traffic and provide more unobstructed networking space.

### FISHER COLLOQUIUM\*

Catering may be assembled inside Fisher Colloquium. Typically, caterers set up in the back left corner of the room, closest to the service entrance and catering kitchen. For larger events, caterers may choose to utilize other parts of the event space. Chair rental and set-up are also required for events taking place in this venue, and should be arranged by the employer with the caterer.

*\*Please note that preferred caterer **Quite a Stir** has an exclusive arrangement for events taking place in Fisher Colloquium. All catering preparations and chair set-up for Fisher are to be organized directly with this vendor.*

### LOHRFINK AUDITORIUM

Reservations for Lohrfink Auditorium include access to an adjacent reception area, located in an alcove next to the auditorium entrance. Caterers may set up in this area.

## Requirements for Catering Displays

### TABLES AND LINENS

Employers are required to arrange for table and linen delivery, set-up, and break-down directly with the caterer. The MBA Career Center is unable to supply tables or linens for any recruiting events.

### CHAIRS

For events taking place in the Fisher Colloquium, chair rental and set-up should be arranged between the employer and the caterer. Fisher is equipped with 85 chairs to be set up by the caterer. Additional seating is available via rental from the caterer. Other event venues including classrooms and Lohrfink Auditorium are pre-equipped with chairs; no arrangements are necessary for these spaces.

### BREAK-DOWN AND CLEAN-UP

If you choose not to use one of our preferred vendors and instead provide refreshments through another source, please remember to return the event location to its original state. Additionally, please remove any left over food or beverages you brought into the event location.

## Industry Practice Leaders



**Jennifer Boynton** Director  
(Financial Services, Real Estate, Hospitality)  
[jlb255@georgetown.edu](mailto:jlb255@georgetown.edu)

As the director of our Financial Services, Real Estate, and Hospitality team, Jennifer manages career coaching, job search strategies, vision clarification, industry exploration, and student club relations. With regard to employers, Jennifer's responsibilities include employer relations and development, recruitment strategies, alumni relations, faculty partnerships, employer feedback, and networking. Jennifer joined the Georgetown MBA Career Center after a 10-year career in equity sales and trading, where she spent nine years as an equity sales trader at Goldman Sachs and one year as a trader at Atticus Capital. She earned an MBA from the Kellogg School of Management and a B.S. in engineering from Tufts University.



**Karen Kouagou** Associate Director  
(Government, Not-for-Profit/Social Impact, International Development)  
[kek83@georgetown.edu](mailto:kek83@georgetown.edu)

Karen has a broad international consulting background primarily in human resources in both corporate and nonprofit organizations, most recently as an executive recruiter at the World Bank. Throughout her career – which has spanned temporary staffing, executive search, private sector, multinational, and outplacement companies – Karen has specialized in recruitment and training. Fluent in French, her global perspective has been enhanced by experiences as a host family, university exchange student, and expatriate. Karen holds a master's degree in international commerce and policy from George Mason University and a bachelor's degree from the College of William and Mary. Karen is the co-founder of the Benin Education Fund (BEF), a 501(c)3 organization that supports needy students in West Africa.



**Eric Young** Director  
(Consulting, Entertainment, Media and Sports, Manufacturing and Transportation, Technology, Entrepreneurship, Healthcare, and Consumer Goods and Retail)  
[ewy2@georgetown.edu](mailto:ewy2@georgetown.edu)

As the director of our Consulting, Technology, Entertainment, Media and Sports, Manufacturing and Transportation, Healthcare, Entrepreneurship, Consumer Goods and Retail, and Healthcare industries, Eric manages career coaching, job search strategies, vision clarification, industry exploration, and student club relations. With regard to employers, Eric manages employer relations and development, recruitment strategies, alumni relations, faculty partnerships, employer feedback, and networking. Eric joined the Georgetown MBA Career Center after a 20-year career at Accenture where he began as a technology consultant and later served in HR/Recruiting positions in the United States, India, and Canada. Eric earned a B.A. in economics from University of Maryland and an M.A. in organizational management from The George Washington University.

## Operations Coordinators



**Leonard Canny** Operations Coordinator

(Consulting, Entertainment, Media and Sports, Manufacturing and Transportation, Technology)

[icc54@georgetown.edu](mailto:icc54@georgetown.edu)

As the operations coordinator, Lenny manages logistics and provides support to the MBA Career Center in the areas of Recruitment Coordination, Events Logistics, Communications, Deliverables Management and Resources Support. Lenny received a B.S. in international business and operations and information management from Georgetown University May 2013. He has interned with Catholic Relief Services and FINCA International, aiding them in the development of knowledge management and information sharing techniques.



**Kelley Newman** Operations Coordinator

(Consumer Goods and Retail, Energy, Entrepreneurship, Financial Services, Government, Healthcare, Hospitality, International Development, Not-for-Profit, Real Estate)

[krn6@georgetown.edu](mailto:krn6@georgetown.edu)

As the operations coordinator, Kelley manages logistics and provides support to the MBA Career Center in the areas of Recruitment Coordination, Events Logistics, Communications, Deliverables Management, and Resources Support. Prior, she oversaw corporate sponsorship and marketing activities for Science Applications International Corporation (SAIC) and spent 8 years working in media relations, publicity and events in the entertainment industry. Kelley received a B.A. in Communications from James Madison University and will earn her master's degree from Georgetown's Communication, Culture and Technology program in 2014.

## Getting to the Georgetown McDonough School of Business

The entrance to the McDonough School of Business Rafik B. Hariri Building is located on Georgetown University's main campus, next to the Georgetown University Hotel and Conference Center (also known as the Leavey Center).

We highly recommend that visitors travel by taxi if at all possible. The best place to be dropped off is at the Georgetown University Hotel and Conference Center, located at 3800 Reservoir Road, NW, Washington, DC 20007.

### TAXIS

- Taxis may enter campus through the Reservoir Road entrance #1 to drop off in front of the Hotel and Conference Center.
- From the Conference Center entrance, proceed straight through the hotel lobby and into the Sports Hall of Fame.
- Exit through the first glass door on your right leading to an esplanade. When you cross the outdoor area you will enter the Rafik B. Hariri building on the 3rd floor.
- Proceed down one flight of stairs. The MBA Career Center is located on the 2nd floor, Suite 285.

### DRIVING/PARKING

Directions from Georgetown Conference Center (Leavey Center) - Preferred:

- Self-drivers should enter the Georgetown University campus through the Reservoir Road entrance #1. The following address can be used with mapping software: 3800 Reservoir Rd., NW, Washington, DC 20007.
- Exit the parking lot in the elevator leading to the Georgetown University Hotel and Conference Center.
- Exit the elevator to the left to walk through the Georgetown University Hotel and Conference Center and the Sports Hall of Fame.
- Exit through the first glass door on your right leading to an esplanade. When you cross the outdoor area you will enter the Rafik B. Hariri building on the 3rd floor.
- Proceed down one flight of stairs. The MBA Career Center is located on the 2nd floor, Suite 285.

Directions from Southwest Quad Garage:

- Enter the Georgetown University campus through the Canal Road entrance located approximately 200 feet past the Exxon Mobil gas station.
- The parking garage phone number is (202) 687-4372.
- As you travel up the hill, the parking garage will be on your right. If you have notified the MBA Career Center in advance, specifically requesting to park in the Southwest Garage, the garage attendant will provide you a parking pass. Visitors who are not pre-approved for a parking pass must either pay \$20 cash for the entire day or \$3 per hour upon entry.
- Exit the garage through the "North" exit.
- Walk up the hill that is along the left side of the football field.
- Turn right at top of the hill and enter the Rafik B. Hariri Business School Building on the 1st floor.
- The MBA Career Center is located on the 2nd floor, Suite 285.

### METRO

Directions from the Rosslyn Metro Station:

- Georgetown University provides a free shuttle service from the Rosslyn Metro station.
- The GUTS bus leaves from the bus stop on the corner of 19th and Moore Streets. Times of departure and arrival can be found here: <http://otm.georgetown.edu/guts/index.cfm?fuse=ross>
- Once on campus, walk toward the tennis courts and follow the hill along the football field toward the Rafik B. Hariri Building.
- Make a right at the top of the hill and enter the Rafik B. Hariri Building on the 1st floor.
- The office of MBA Career Management is located on the 2nd floor, Suite 285.

Directions from the Dupont Circle Metro Station:

- Georgetown University provides a free shuttle service from the Dupont Circle Metro station.
- The GUTS bus leaves from the corner of 20th Street and Massachusetts Avenue, NW. Times of departure and arrival can be found here: <http://otm.georgetown.edu/guts/index.cfm?fuse=dup>
- Once on campus, walk toward the Leavey Center. Enter the building through the main entrance.

# LOGISTICS, PARKING, AND HOSPITALITY

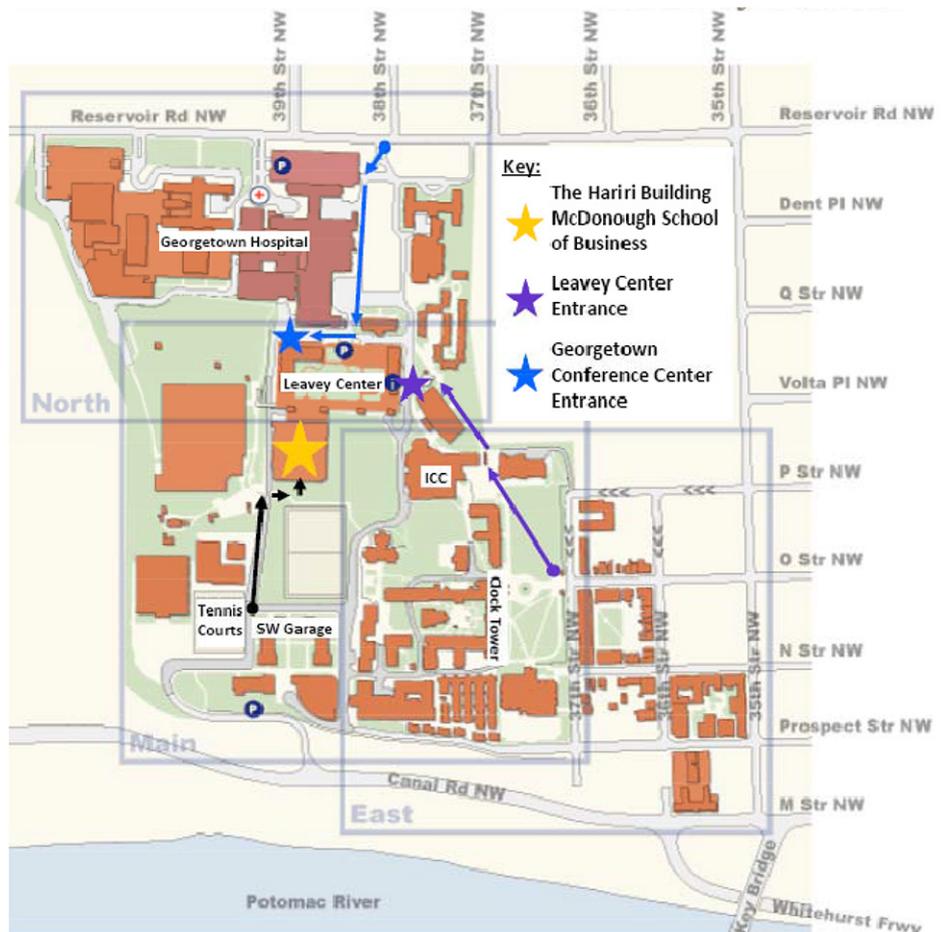
- Walk to the left of the bookstore, through Seller Lounge, and the door on your left toward the Leavey Center Conference rooms. Proceed down the hallway.
- There will be a door on your left, leading to an esplanade between the Leavey Center and the Rafik B. Hariri Building. Exit here and enter the Rafik B. Hariri Building on the 3rd floor.
- The MBA Career Center is located on the 2nd Floor, Suite 285.

## Mailing Address

Employers who wish to ship materials to our office in advance of their on-campus visit may direct deliveries to the following address:

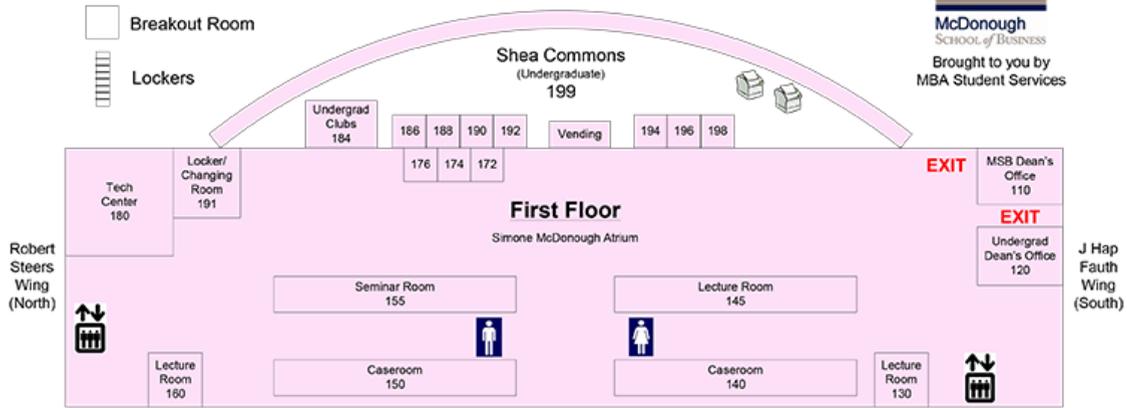
Operations coordinator name  
Georgetown University  
MBA Career Center  
Rafik B. Hariri Building, Suite 285  
37th and O Streets, NW  
Washington, D.C. 20057  
(202) 687-3741

*\*Please note that our mailing address is different from our physical location.*

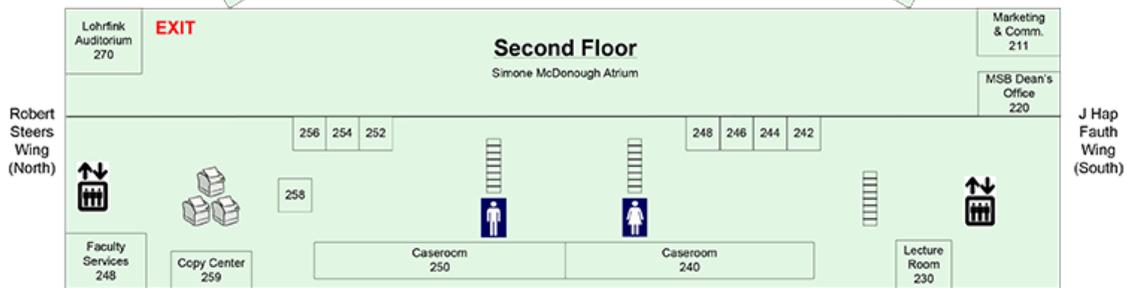


Rafik B. Hariri Building

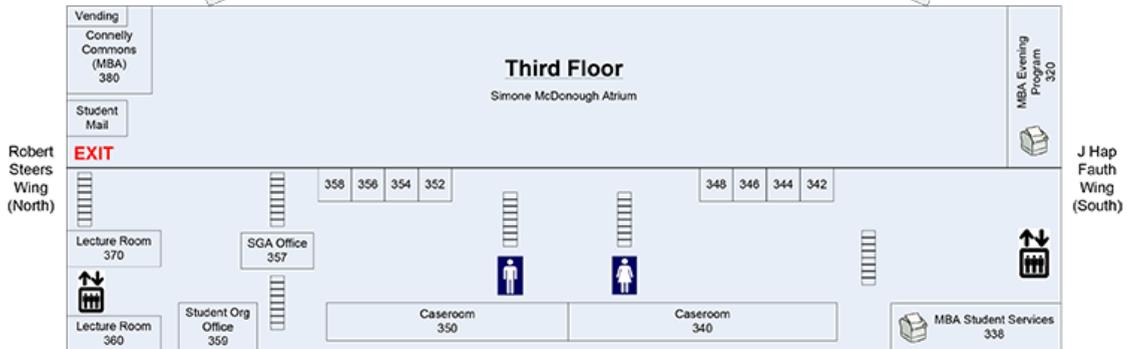
GEORGETOWN UNIVERSITY  
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 MBA Student Services



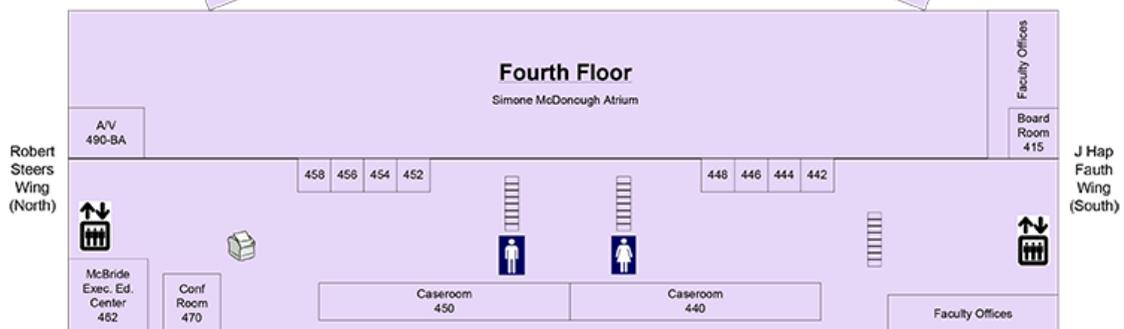
MBA Career Management  
 285



Full-Time MBA Admissions  
 390



Fisher Colloquium



## Hospitality

### **PARKING VALIDATION**

Employers who park in the Leavey Garage off of Reservoir Road will take a ticket upon entering the garage. The MBA Career Center will validate your ticket when you arrive at our office.

Employers who park in the Southwest Garage off of Canal Road should notify the MBA Career Center at least two business days in advance of their visit, specifically requesting Southwest Garage, to be put on a parking list. The parking attendant at the garage entrance will provide a free parking pass to visitors on the parking list.

### **BREAKFAST AND LUNCH**

For morning visitors, the MBA Career Center provides light refreshments including bagels, coffee, and tea.

Lunch is provided for employers by the MBA Career Center. Recruiters will receive a menu of lunch options upon arrival. For larger groups, the MBA Career Center will arrange for a catered lunch.

### **ORDERING TAXI SERVICE**

Taxis commonly pickup and drop off outside of the Georgetown Hotel and Conference Center. The MBA Career Center can assist with ordering taxi service for your departure. Please notify our front desk assistant if you require assistance with reserving a taxi.

### **RECOMMENDED HOTELS**

For out-of-town visitors to Georgetown University, there are a number of conveniently located hotels and short-term housing options.

The most centrally located is the [Georgetown Hotel and Conference Center](http://www.acc-guhotelandconferencecenter.com), [http://www.acc-guhotelandconferencecenter.com] located on campus and within a short walking distance from the Rafik B. Hariri Building.

Georgetown University Hotel and Conference Center  
3800 Reservoir Road, N.W.  
Washington, D.C. 20057  
(202) 687-3200  
(800) 228-9290

Please see the Georgetown University website for a full list of recommended area hotels. [http://www.georgetown.edu/area-hotels-and-visitor-housing]

## Next Steps

Please refer to these “Next Steps” to initiate the next stages of your MBA recruitment activity at Georgetown:

- Contact the practice leader or operations coordinator for your industry and provide the information required in the Recruiter’s Checklist. Each element of this checklist is vital to efficiently structuring a recruitment activity plan that meets your needs.
- If you do not have an existing account in GMCC, please register at the below link. A GMCC account enables you to request new interview schedules, post job positions, acquire resume packets for closed job postings, and select candidates to interview.
- For on-campus recruiting employers who wish to register for an account:  
 Visit: <https://msb-georgetown-csm.symplicity.com>
  1. Select “For Employers”
  2. Select “Register”
 Your registration will be reviewed and approved within two business days.
- If you do not plan to participate in on-campus recruiting but would like to post a job or internship position in GMCC:  
 Visit: <https://msb-georgetown-csm.symplicity.com>
  1. Select “For Employers”
  2. Select “Register and Post a Job for Georgetown MBAs and Alumni”
 Your registration and job posting will be reviewed and approved within two business days.  
*When posting a job, please refer to the “Job Postings” section of the Recruiter’s Checklist for all required information.*
- Order a customized resume book through our staff or order the full class year through MBA Focus for free.  
 MBA Focus: [www.mbafocus.com](http://www.mbafocus.com)
- Contact the appropriate industry practice leader to connect you with functional student clubs to increase on-campus presence. They will be able to advise on upcoming opportunities for involvement.

A week before each of your scheduled recruiting activities, you will receive a confirmation email with logistical details and a request for final details related to your team’s needs.

## Next Steps: Recruiter's Checklist

This is list of key considerations and details our operations coordinators will need to help you plan your MBA recruitment activities at Georgetown. Please be prepared to provide the following information:

### For Events:

1. Specify the desired event format (employer presentation, networking reception, workshop, etc.).
2. Provide a brief description of your organization and the focus of the event.
3. Provide three preferred dates for your event.
4. Which class year(s) do you wish to target for this event? (E.g., first-year students, graduating students, etc.)
5. Which work authorization statuses will your organization consider?
6. Do you plan to include catering at this event?
7. What audio visual support will you require?

### Office Hours:

1. List three preferred dates for your office hours.
2. Office hour structure:
  - a. Desired length of each office hour time slot
  - b. Do you prefer one-on-one office hour appointments or small group appointments?
  - c. Desired start and end time to your office hours schedule
3. How many interview rooms will you require? Please specify if you will require extra space for greeters or a team debriefing.
4. Which class year(s) do you wish to target for this event? (first-year students, graduating students, etc.)
5. Which work authorization statuses will your organization consider?

### On-Campus Interviews:

1. Provide three preferred dates for on-campus interviews.
2. Provide job descriptions for all positions for which you intend to interview. If they are not yet available, please provide them before resume submissions begin.
3. Interview Structure:
  - a. Desired length of interview
  - b. Format: Will candidates be switching rooms between interviews?
  - c. Desired start and end time of interview schedule
4. How many interview rooms will you require? Please specify if you will need extra space for greeters or a team debriefing.
5. Which class year(s) will the interviews target? (first-year students, graduating students, etc.)
6. Which work authorization statuses will your organization consider?
7. If you will be interviewing for multiple positions, may students apply to all or just one?
8. What kinds of documents will you require with applications? (resume, cover letter, writing sample, etc.)

### Job Postings not related to on-campus activities:

1. Specify the date you would like the posting to close.
2. Provide a job description along with the city, state, and country where the position is located. For international positions, a city is required.
3. Is the job part-time, full-time, or a summer internship?
4. Which class year(s) does the job target? (first-year students, graduating students, alumni, etc.)
5. Which work authorization statuses will your organization consider?
6. What kinds of documents will you require with applications? (resume, cover letter, writing sample, etc.)
7. How would you like to receive applications? Options include the following:
  - Receive applications via email as they are individually received in GMCC
  - Receive all applications as a single, accumulated PDF packet once the job posting closes
  - Via your organization's external website



Georgetown University  
McDonough School of Business  
MBA Career Center  
(202) 687-3741  
mbacareercenter@georgetown.edu  
<http://msb.georgetown.edu/mba-career-center>

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McDonough  
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*Where Outstanding Talent Meets Exceptional Opportunity*

**For more information, please contact:**

Georgetown University  
McDonough School of Business  
MBA Career Center  
285 Rafik B. Hariri Building  
37th and O Streets, NW  
Washington, DC 20057

(202) 687-3741

[mbacareercenter@georgetown.edu](mailto:mbacareercenter@georgetown.edu)

<http://msb.georgetown.edu/mba-career-center>

**We look forward to partnering with you!**

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