

GEORGETOWN UNIVERSITY McDONOUGH SCHOOL OF BUSINESS  
RECRUITER'S GUIDE



GEORGETOWN  
UNIVERSITY

McDonough  
SCHOOL of BUSINESS

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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.

*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 nexus of world business and policy 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 Business 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 offered 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 Guidelines

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

### FULL-TIME EMPLOYMENT OFFER GUIDELINES

Full-time offers extended to second-year students after a summer internship should remain open through **November 16, 2015**. Students may be offered incentives to accept before this date.

Full-time offers extended to second-year students during the fall recruiting process should remain open for 20 business days from the receipt of a written offer, or until **November 16, 2015**, whichever comes later.

Full-time offers extended to second-year students after January 1, 2016, should 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 that employers inform students of their status within two weeks of an interview.

### SUMMER INTERNSHIP OFFER GUIDELINES

Internship offers extended to first-year students should remain open for at least 15 business days from the receipt of a written offer, or until **February 12, 2016**, 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 would appreciate notification when an offer is extended.

### EXPLODING OFFERS

Extending an exploding offer, defined as giving a candidate an unreasonably short period of time to accept an offer, is prohibited.

### STUDENT ACCEPTANCE OF OFFERS

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. 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.

## 2015 - 2016 Academic and Recruiting Calendar

The 2015-2016 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 McDonough School of Business. Please reference this calendar when planning your on-campus recruiting activities. We welcome employers to campus throughout the year; however, please do not schedule recruitment activities during exams or student holidays and breaks.

TERM	MONTH	DAY	EVENT	
OPENING TERM	JULY	30, Aug 1	MBA Evening Program Orientation (EP18)	
		31	Full-time MBA International Orientation	
FALL SEMESTER	AUGUST	4-6	Full-time MBA Orientation (FT17)	
	AUGUST	10-28	Structure of Global Industries (FT17 and EP18) and Accounting (FT17) preterm sessions	
		31	Module 1 and fall semester classes begin	
	SEPTEMBER	3	Student Organization and Club Fair	
		7	Labor Day Holiday - no classes	
		8	Employer presentations begin (full-time and internships)	
		11	Marketing Career Day	
		18	Finance Career Day	
		21	On-campus interviews begin (full-time and internships)	
		22-26	National Black MBA Career Conference (Orlando, FL) No OCR 23rd-25th	
		25	Consulting Career Day	
		OCTOBER	2	Entrepreneurship Career Day
			4	Last day to withdraw from Module 1 classes
	8-10		NSHMBA Career Expo (Chicago, IL) No OCR 8th-9th	
	8-10		Reaching Out MBA Conference LGBT (Chicago, IL) No OCR 8th-9th	
	9		Healthcare Career Day	
	12		Columbus Day - no classes	
	13		Last day of Module 1 classes, meets as a Monday class day	
	14		Program Day (reserved for studying)	
	15-17		MBA Women International Leadership Conference & Career Fair (Houston, TX)	
	16-17		Asian MBA Career Expo (New York, NY)	
	NOVEMBER	15-17	Module 1 final exams and fall semester midterm exams	
		18-25	Career Week (Fall Break)	
		26	Module 2 classes begin, fall semester classes resume	
		30	Georgetown Operations and Management Association (GOMA) Career Day	
		5-7	Net Impact Conference (Seattle, WA)	
		6	Georgetown Women in Business (GWIB) Career Day	
		13	Net Impact Career Day	
		25-26	Thanksgiving Break - no classes	
		29	Last day to withdraw from Module 2 and semester classes	
DECEMBER		4	Energy / Emerging Markets Network (EMN) Career Day	
	5	International Festival		
	7	Meets as a Wednesday class day		
	8	Employer presentations and on-campus recruiting ends. Last day of Module 2 and fall semester classes, meets as a Thursday class day		
	9	Program Day (reserved for studying)		
	10-12, 14-15	Module 2 and fall semester final exams		
16	Winter Break			

TERM	MONTH	DAY	EVENT	
SPRING SEMESTER	JANUARY	2	Accounting preterm session begins (EP18)	
		13	Module 3 and spring semester classes begin - meets as a Monday class day	
		18	Martin Luther King Jr. Day - no classes	
	FEBRUARY	19	Employer presentations and on-campus interviews resume	
		5	Human Capital and Leadership (HCAL) Career Day	
		15	Presidents Day - no classes	
		16	Last day to withdraw from Module 3 classes	
		25	Last day of Module 3 classes, meets as a Monday class day	
		26	Program Day (reserved for studying)	
		Feb 29 - Mar 3	Module 3 final exams and spring semester midterm exams	
		MARCH	6-12	Global Business Experience (FT16), Spring Break (FT17)
			7-12	Intensive Learning Experience evening session(s) (EP16, EP17)
			14-19	Intensive Learning Experience day session (FT17), Spring Break (FT16)
	APRIL	21	Module 4 classes begin, spring semester classes resume	
		24-28	Easter Break	
		24	Last day to withdraw from Module 4 and spring semester classes	
		MAY	3	On-campus recruiting ends. Last day of spring classes, meets as a Thursday class day
			4	Program Day (reserved for studying)
	SUMMER SEMESTER	MAY	5-11	Module 4 and spring semester final exams
			20	Commencement
23			Module 5 classes begin	
JUNE		30	Memorial Day - no classes	
		3	Friday meets as a Monday class day	
		30	Last day of Module 5 classes	
JULY		1	Program Day (reserved for studying)	
		5-7	Module 5 final exams	
		10-16	Global Business Experience (EP15)	
		25, 27, 28, 30	Intensive Learning Experience evening session 1	
	AUGUST	1,3,4,6	Intensive Learning Experience evening session 2	
July 13-Aug. 25		Module 6 for tutorial purposes only		

### Key

No On-campus Recruiting Activities
Academic Dates and Holidays
Career-Related Key Dates
MSB Career Days
National Career Conferences

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, McDonough CareerView. 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 McDonough CareerView. 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 McDonough CareerView. 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)**

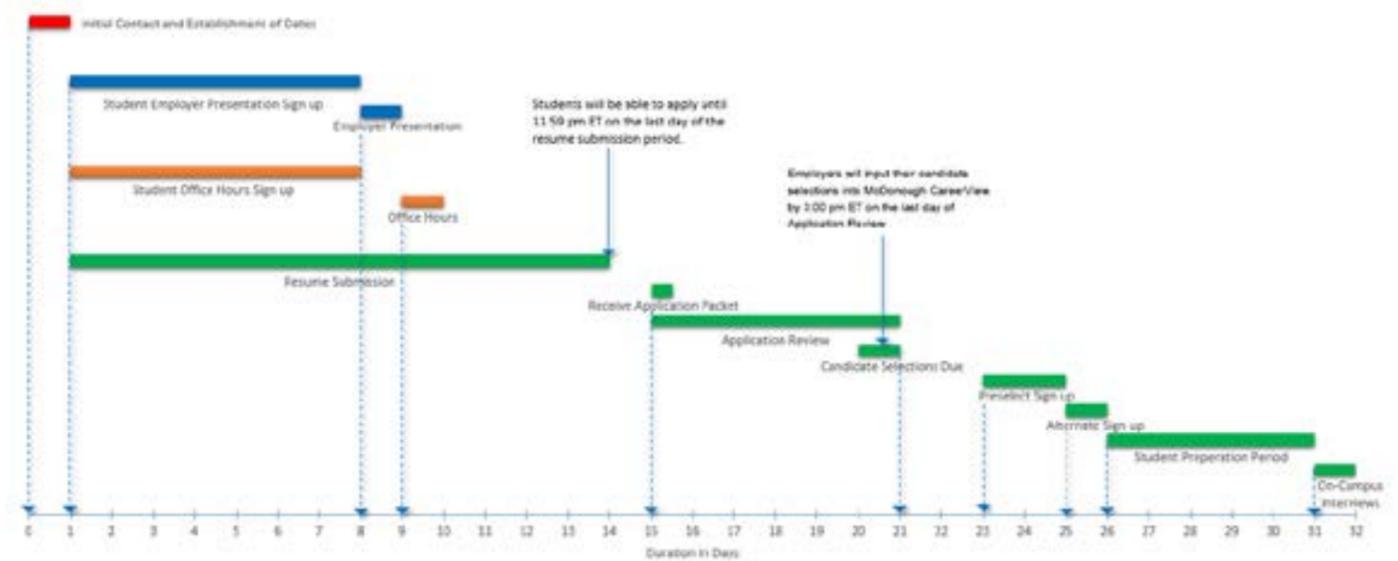
Office hours are private, informational meetings for a more personalized conversation with students about your organization and the role for which you are hiring. Please see the Office Hours section of this guide for details. We require a minimum of one week between the day the office hours opportunity is posted in McDonough CareerView 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. McDonough CareerView 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 McDonough CareerView by 3 p.m. on that day. The day after selections are entered, McDonough CareerView 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 McDonough CareerView [https://msb-georgetown.12twenty.com/hire], 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.



**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.

### 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 organizations 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.

Employer webinars and conference calls are scheduled from 12:30 to 1:30 p.m., Monday through Thursday during our regular recruiting season. Please ask the operations coordinator assigned to your industry for more information on how to schedule a webinar or conference call.

### 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 for common case scenarios. These workshops allow employers to prepare prospective candidates with practical skillsets they can leverage throughout their careers.

### INFORMATION TABLES

Hosting a branded informational table within the Hariri Building 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, 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 two annual signature events:

- **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.



**MCDONOUGH CAREERVIEW JOB POSTINGS**

An employer may post jobs and internships on our online recruiting system, McDonough CareerView. 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 McDonough CareerView, please visit <https://msb-georgetown.12twenty.com/hire> 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 McDonough CareerView at <https://msb-georgetown.12twenty.com/hire> 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 2015 – 2016 academic year will be conducted during the following time frames:

- **Fall Semester 2015: September 21 – December 8**
- **Spring Semester 2016: January 18 – May 3**

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 McDonough CareerView, 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 McDonough CareerView 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 McDonough CareerView.

**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.

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.

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

## 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

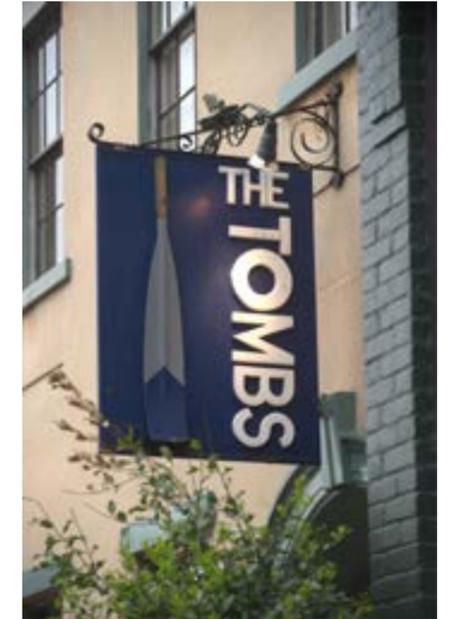
The Hariri Building is home to Lohrfink Auditorium, a 410-seat auditorium located only steps from the MBA Career Center. This venue has housed talks by some of the world's most renowned leaders in business, politics, academia, and the arts. The auditorium is equipped with the most up-to-date audio/visual 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 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 with 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. The latest spot to open on campus is **Bulldog Tavern** [<http://bulldogtav.cafebonappetit.com/>], a restaurant and bar located in the Healey Family Student Center. 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:

### 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 in Fisher Colloquium)

(202) 298-6818

<http://www.quiteastircatering.com>

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

(202) 657-1106

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

### RSVP Catering

(703) 573-8700

<http://www.rsvpcatering.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** Assistant Dean  
(Financial Services, Real Estate, Hospitality)  
jlb255@georgetown.edu

As the director of our Financial Services, Real Estate, and Hospitality team, Jennifer manages career coaching, job search strategies, industry exploration, and student club relations. Jennifer's responsibilities include employer relations and development, recruitment strategies, alumni relations and faculty partnerships. 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, Energy)  
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 an M.A. in international commerce and policy from George Mason University and a B.A. 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.

**Angela Williams** Associate Director  
(Consumer Goods & Retail and Healthcare)  
aew85@georgetown.edu

Angela serves as the associate director focused on careers in consumer packaged goods, healthcare, retail, and entrepreneurship. In this role she assists students with internship and job search strategies, student club relations, resume feedback, mock interviews, and networking skills. When working with industry employers, Angela will manage development, recruitment strategies, and student/career center feedback. Angela spent her 15-year career in marketing working internationally and domestically for companies like Procter & Gamble, Kraft (Nabisco), GlaxoSmithKline, and Capital One, where she managed brands and created new products and services. Angela earned a B.S. in electrical engineering from George Washington University and an MBA in marketing and management from New York University, where she was a Consortium Fellow.



**Larry Verbiest** Associate Director  
(Consulting)  
lrv4@georgetown.edu

As associate director, Larry leads relationship building with employers and students interested in consulting. Larry joined the Georgetown MBA Career Center following a 22-year career as an officer in the U.S. Army, more than seven years in consulting with Booz Allen Hamilton, and subsequently as the executive director of a nonprofit organization. Highlights of his military service included being assigned to the staff and faculty at the United States Military Academy at West Point, NY and commanding a tank battalion at Fort Knox. At Booz Allen Hamilton, he led interdisciplinary teams of consultants on contracts within the human capital and health markets, and he was very involved with employee recruiting. Larry holds a B.S. from the United States Military Academy, an M.A. in international policy studies from Stanford University, and an MPA from Harvard University's Kennedy School of Government. He also completed a change management certification program at Georgetown University's McDonough School of Business.



**Eric Young** Assistant Dean  
(Entertainment, Media and Sports, Manufacturing and Transportation, Technology, and Entrepreneurship)  
ewy2@georgetown.edu

As the director of our Technology, Entertainment, Media and Sports, Manufacturing and Transportation, and entrepreneurship practice industries. Eric manages career coaching, job search strategies, vision clarification, industry exploration, and student club relations. Eric manages employer relations and development, recruitment strategies, alumni relations, and faculty partnerships. 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 George Washington University. He received a certificate in Corporate Leadership from Georgetown University.

## Operations Coordinators



### Leonard Canny Operations Coordinator

(Consulting, Entertainment, Media and Sports, Manufacturing and Transportation, Technology)  
lcc54@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. He has interned with Catholic Relief Services and FINCA International, aiding them in the development of knowledge management and information sharing techniques.



### Sabrina Castellanos Operations Coordinator

(Consumer Goods and Retail, Energy, Financial Services, Government, Healthcare, Hospitality, International Development, Not-for-Profit/Social Impact, and Real Estate)  
smc304@georgetown.edu

As the operations coordinator, Sabrina supports the MBA Career Center in the areas of recruitment coordination, event logistics, communications, and job search deliverables management. Prior to joining the Georgetown MBA Career Center, Sabrina worked at Sweetgreen where she focused on event logistics, recruitment coordination, and the employee tenure-based rewards program. Sabrina earned a B.A. in Integrative Studies, with a minor in Business and a concentration in Advertising, from George Mason University's School of Social Impact and Innovation.

## 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 Rd. 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.
- Walk to the left of the bookstore, through Sellinger 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 there and enter the Rafik B. Hariri Building on the 3rd floor.
- The MBA Career Center is located on the 2nd Floor, Suite 285.

**Inclement Weather Policy**

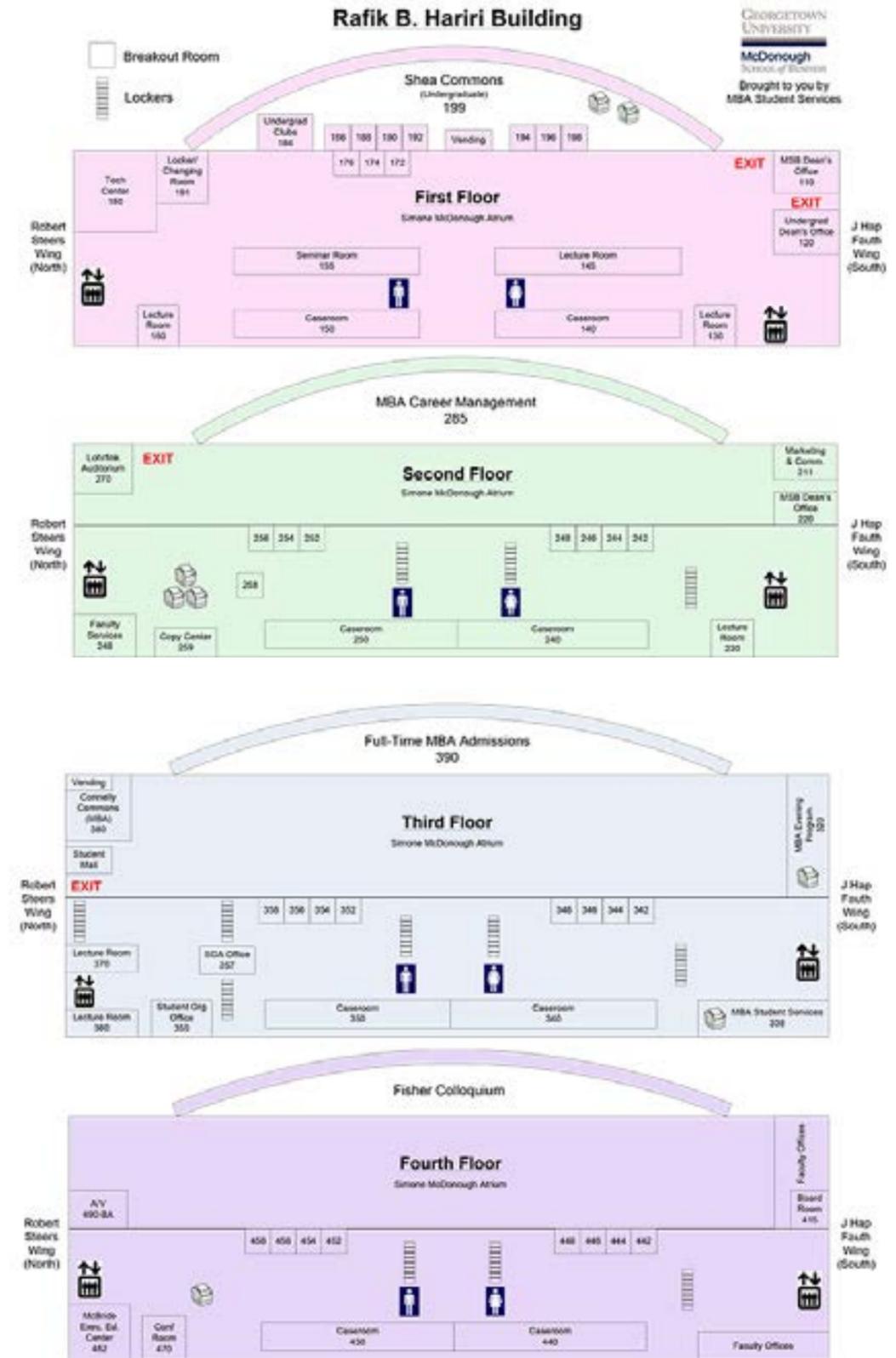
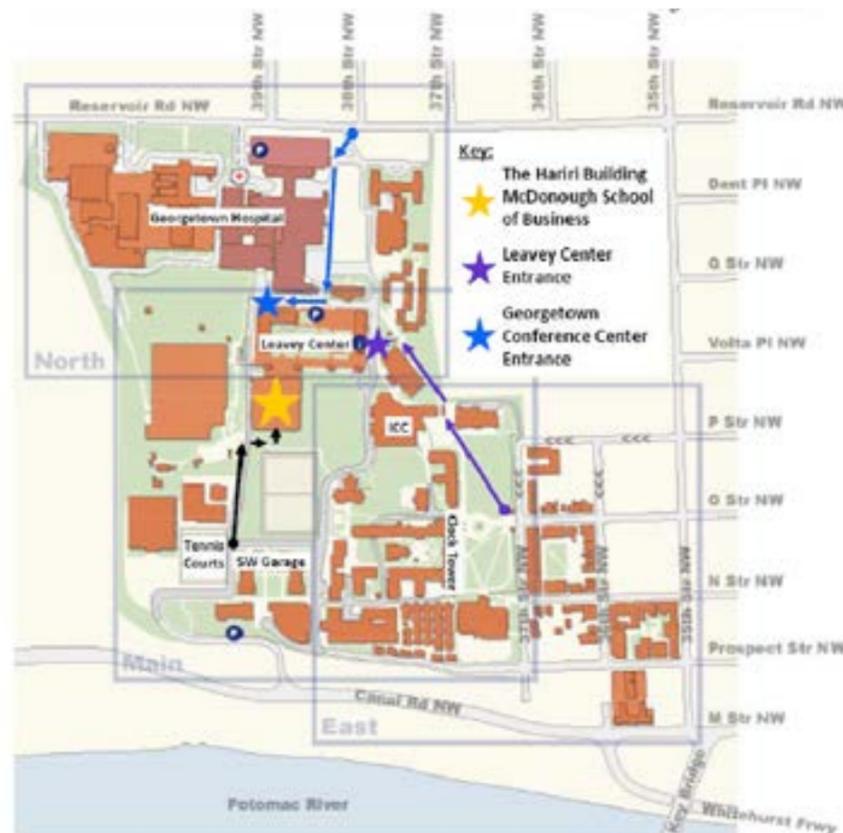
During times of inclement weather, the MBA Career Center will adhere to any closing or delay instituted by Georgetown University. In the event of a closing or delay, we will communicate with your company the night before any anticipated inclement weather or early in the morning if there is a last-minute announcement. This could affect your scheduled interviews or presentation, and we will make every effort to reschedule with you as quickly as possible. We ask that you provide us contact information for your recruiting lead or the recruiter you want to be main point of contact in the event of a delay or closing. Please email this information to one of our operations coordinators by close-of-business the day before you join us at the MBA Career Center. Check the Georgetown University website for the university’s operating status. <http://www.georgetown.edu/operating-status>

**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, DC 20057  
 (202) 687-3741

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



## 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 pick up 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 McDonough CareerView, please register at the below link. A McDonough CareerView account enables you to register for on-campus recruiting, post jobs, schedule interviews, and request resume packets.
- Employers may create an account by visiting:
  - <https://msb-georgetown.12twenty.com/hire>
    1. Select “Create Account” if visiting for the first time
  - Your registration will be reviewed and approved within 2 business days.
- All international students on an F-1 visa have U.S. work authorization from the end of their first academic year through one year post graduation. All students have access to job postings and events. If your organization has specific preference regarding work authorization, please indicate that in the text of your description so that students may make informed decisions.
- Request access to a customized resume book through McDonough CareerViewMBA Focus for free.
  - <https://msb-georgetown.12twenty.com/hire>
- 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? (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 McDonough CareerView
  - 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](mailto:mbacareercenter@georgetown.edu)  
<http://msb.georgetown.edu/mba-career-center>

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!

GEORGETOWN  
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