



BEST PRACTICES FOR RECRUITING WITH OLIN BUSINESS SCHOOL

EVENT TYPES

Info Tables: Informational tables set up on the third-floor atrium in Bauer & Knight Hall for students to pass by and meet briefly. Employer should provide their own recruiting materials. WCC provides table, chairs and a reservation sign.

Office Hours: Informal 1:1 student meetings. For an alumni or employer to meet with students to discuss an organization or opportunity, without a formal schedule. To take place in Bauer Hall Interview Suites where a WCC representative at the front desk can assist with managing walk-ins.

Coffee Chats*: These are more formal than office hours, but less formal than interviews (can be used as preliminary interviews). These will always require a sign-up/schedule. Can be hosted anywhere in Bauer, Knight or Simon Hall. Can also be hosted virtually. If the latter, employer to provide links to the coffee chats.

Information Sessions*: Formal informational facilitated discussions about the company and specific opportunities available. These are conducted in classrooms or can be hosted virtually. If the latter, employer to provide links to the session.

**When these event types take place on campus, a virtual option is encouraged to provide equitable access for students*

VIRTUAL EVENTS

It is preferred that employers provide the meeting links for events on their virtual platform of choice. Coffee Chats and Information Sessions can take place virtually, but Information Tables and Office Hours are in person only.

ON-CAMPUS RECRUITING AND EVENTS - COVID POLICIES

- All visitors are encouraged to complete the [Visitor Screening](#) before coming to campus
- All plans are subject to change. Stay up to date with our [current policies](#)

EVENT SCHEDULING

- Allow for at least 1 work week* notice for scheduling an event
- Please provide minimum 24 hours* reschedule or cancellation notice
- Please consider student [Religious Holiday Calendar](#) when planning for events
- Work with our industry and employer relations team when scheduling events to minimize conflicts and enhance your experience

INTERVIEW SCHEDULING

- Please consider students' academic responsibilities by providing alternate dates for interviews to avoid scheduling conflicts
- Job postings should be live for minimum of 2 weeks ([MBA & Specialized Masters Jobs](#)) ([BSBA Jobs](#))
- Allow 1 week notice to set up interview schedule
- Allow 1 week for companies to select interviewees
 - Day 1 preselect sign-ups and cancel period starts for students
 - Day 3 alternate sign-ups start for students
 - Day 6 cancel period ends and schedule closes
- Please provide minimum 24 hours* reschedule or cancellation notice

[How to Recruit at Olin](#) for more information on how to schedule interviews and events.

**Based on regular academic office hours 8:30 am - 5:00 pm, Monday – Friday*

EMPLOYMENT OFFERS

- Exploding offers are prohibited
- Fall Recruiting Full-Time or Internship Offers: Please give students a minimum three weeks after the offer is made, or until December 1, whichever is later
- Spring Recruiting Full-Time or Internship Offers: Please give students a minimum three weeks after the offer is made, or until May 1, whichever is later
- Please reference our [Recruiting Expectations and Guidelines](#) for more information