

**Vanderbilt University**  
**Owen Graduate School of Management**  
**Career Management Center**  
**Campus Recruiting Timeline and Other Helpful Guidelines & Policies**

**Campus Recruiting**

Information Sessions | Coffee Chats | Lunch & Learn Sessions | Campus Interviews for 2YR MBA, MS Finance, Master of Marketing, Master of Data Science students

**INFO SESSIONS**

**Monday-Thursday** | 1:15PM-2:15PM | 6:00-6:50PM | 7:00PM-7:50PM

**Coffee Chat Schedules**

**Monday-Thursday** | 9:30AM-12:30PM | 12:00PM-4:00PM | 2:00PM-5:00PM

1<sup>st</sup> & 2<sup>nd</sup> year MBA, MS Finance Resume Book **release on Tuesday, September 13<sup>th</sup>**

Master of Marketing & Master of Data Science Resume Books **release on Tuesday, September 27<sup>th</sup>**

HR/HOP on-campus internship interviews **begin Thursday, October 20<sup>th</sup>**

MBA Investment banking internship interviews **begin Monday, November 28<sup>th</sup>**

MBA Internship interviews for all other functions **begin Monday, January 9<sup>th</sup>**

To book your presentation and interview dates, submit requests via [our 12Twenty student career system](#).

How to access the **Vanderbilt Owen 12Twenty Career System**:

- If you already use 12Twenty, you will simply [login](#) using your existing email and password combination.
- New Users will follow the link to “sign up for an account” or [click here](#).
- Once you’re logged in, to request an event, click the “**host an event**” button from your home page.
- To request an On-Campus Interview (OCI) schedule, click the “**register for OCI**” button from your home page.
- To share an open job opportunity, click the “**post a job**” button from your home page.

**First Round, Second Round, and Call Back Dates:**

- Include 2 alternate date options for your interview day requests.
- Provide at least 2 options for second round/call back dates upon requesting your on-campus interview date.
- No campus internship interviews conducted on Monday, January 16 (MLK Day), Friday, January 27<sup>th</sup>, or Friday, February 3<sup>rd</sup>.

**Offer Timing:**

- **Full-time offers** should be left open until **December 2nd, 2022**, or 3 weeks, whichever is longer.
- **HR Internship & Investment Banking Internship offers** should be left open for 3 weeks or **January 6th, 2023**, whichever is longer.
- All other **internship offers** should be left open until **February 10, 2023**, or 3 weeks, whichever is longer.

**Campus recruiting unavailable:**

- September 26<sup>th</sup> & 27<sup>th</sup> (Rosh Hashanah)
- September 29<sup>th</sup> & 30<sup>th</sup> (NBMBA Conference)
- October 4<sup>th</sup> & 5<sup>th</sup> (Yom Kippur)
- October 10<sup>th</sup> – 12<sup>th</sup> (Exams)/ October 13<sup>th</sup>-19<sup>th</sup> (Fall Break/Career Immersion)
- November 23<sup>rd</sup> – 25<sup>th</sup> (Thanksgiving Break)
- December 12<sup>th</sup> – January 8<sup>th</sup> (Exams and Winter Break)
- January 27<sup>th</sup> & February 3<sup>rd</sup> (No On-Campus Interviews)

If you are no longer the appropriate recruiting contact at your organization, we appreciate any further contact information you can provide. If you have any questions, or need assistance at any time during the recruiting process, please feel free to contact us at [owencmrecruiting@vanderbilt.edu](mailto:owencmrecruiting@vanderbilt.edu).