Dear Recruiter,

Welcome to the Center for Career Education. Thank you for your interest in recruiting at Columbia University. The Center for Career Education is dedicated to helping employers recruit qualified undergraduate, graduate students and alumni for full and part-time employment and internships by providing a full range of recruiting services. In this guide, you can learn about the services we offer from career fairs and networking nights to on-campus recruiting to industry showcases and information sessions.

Columbia students have a long-standing tradition of academic excellence, leadership skills and community engagement. Many students juggle academic life with leadership positions on campus, community service, internships, athletics and part-time jobs. A Columbia education ensures that they learn vital theoretical and practical skills enabling them to excel in their chosen field. Columbia’s location in New York City adds immense value and our cosmopolitan, diverse campus community provides a rich learning environment.

We hope that you will take advantage of our recruiting services to increase your visibility on campus and connect with students and alumni. Our employer relations staff will be happy to meet with you and explore opportunities for your company or organization to become involved with recruiting at Columbia.

Best wishes,

Kavita Sharma
Dean, Columbia University Center for Career Education
The Employer and Alumni Relations Team is committed to providing employers with the best possible Columbia experience. We offer a wide variety of services and work hand-in-hand with our employers to create customized recruiting strategies. Do not hesitate to reach out to us — we look forward to working together!

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Columbia University is a world-renowned Ivy League institution based in New York City. The University boasts an illustrious 260 year history, an impeccable record of academic excellence and an extensive roster of distinguished alumni and faculty.

The Center for Career Education (CCE) is an integral part of Columbia University which helps students and alumni develop the key competencies necessary to make informed decisions and take the necessary steps to achieve their career goals. CCE establishes connections and facilitates interaction among undergraduate students, graduate students, alumni, employers and organizations to generate opportunities that help students pursue their personal and professional objectives.

CCE serves students and alumni of five schools at Columbia. These schools offer bachelors, masters and doctoral degrees in a variety of majors and programs. You can learn more about each of these schools by visiting the websites listed below.

**Columbia College**
college.columbia.edu

**The Fu Foundation School of Engineering and Applied Science**
engineering.columbia.edu

**School of General Studies**
gs.columbia.edu

**Graduate School of Arts and Sciences**
gsas.columbia.edu

**School of the Arts**
arts.columbia.edu

CCE provides online job and internship posting resources for over 10,000 employers. Several hundred of these employers come to campus each year for career fairs, networking events, student interviews, information sessions and career education events. We are committed to working with each and every employer to tailor a recruiting strategy that best meets their specific hiring needs. Not only does this help us connect employers to the most qualified Columbia University students and alumni, but it allows employers to work within their budget and time constraints.

Employers interested in a recruiting consultation can contact us directly via email at careereducation@columbia.edu or at 212-854-9167. We can discuss the details of our services, the needs of the employer and design an effective recruiting strategy. In addition, we are always open to suggestions for new programs and initiatives and work together with our employer partners to implement these ideas. Please visit www.careereducation.columbia.edu/employers for additional details on our student recruiting policies and branding on campus.
### Fall 2013 Headcount Enrollment by School
*(Enrollment as of mid-October)*

<table>
<thead>
<tr>
<th>School</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enrollment</td>
<td>Enrollment</td>
</tr>
<tr>
<td></td>
<td>as of mid-Oct</td>
<td>as of mid-Oct</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>8,365</td>
<td>7,052</td>
</tr>
<tr>
<td>Columbia College</td>
<td>4,593</td>
<td>2,983</td>
</tr>
<tr>
<td>School of Engineering &amp; Applied Science</td>
<td>1,559</td>
<td>1,024</td>
</tr>
<tr>
<td>School of General Studies</td>
<td>1,559</td>
<td>1,024</td>
</tr>
<tr>
<td><strong>Columbia College</strong></td>
<td>4,593</td>
<td>2,983</td>
</tr>
<tr>
<td>School of Engineering &amp; Applied Science</td>
<td>2,885</td>
<td>2,885</td>
</tr>
<tr>
<td>School of the Arts</td>
<td>2,213</td>
<td>3,329</td>
</tr>
<tr>
<td><strong>School of Engineering &amp; Applied Science</strong></td>
<td>2,885</td>
<td>2,885</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15,417</td>
<td>15,417</td>
</tr>
</tbody>
</table>

### Fall 2013 Headcount Enrollment by School and Gender
*(Enrollment as of mid-October)*

<table>
<thead>
<tr>
<th>School</th>
<th>Women</th>
<th>Men</th>
<th>Total</th>
<th>% Women</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3,965</td>
<td>4,400</td>
<td>8,365</td>
<td>47%</td>
</tr>
<tr>
<td>Columbia College</td>
<td>2,361</td>
<td>2,232</td>
<td>4,593</td>
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</tr>
<tr>
<td>School of Engineering &amp; Applied Science</td>
<td>580</td>
<td>979</td>
<td>1,559</td>
<td>37%</td>
</tr>
<tr>
<td>School of General Studies</td>
<td>1,024</td>
<td>1,189</td>
<td>2,213</td>
<td>46%</td>
</tr>
<tr>
<td><strong>Columbia College</strong></td>
<td>2,361</td>
<td>2,232</td>
<td>4,593</td>
<td>51%</td>
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<tr>
<td><strong>School of Engineering &amp; Applied Science</strong></td>
<td>1,024</td>
<td>1,189</td>
<td>2,213</td>
<td>46%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6,948</td>
<td>8,469</td>
<td>15,417</td>
<td>45%</td>
</tr>
</tbody>
</table>

**Source:** Student Information Systems

**Prepared by:** Office of Planning and Institutional Research (www.columbia.edu/cu/opir)
LionSHARE is an online employer-managed job and internship database which reaches over 65,000 students and alumni. Using LionSHARE, employers can post job and internship opportunities and schedule on-campus interviews. Employers can identify their own selection criteria to target applications from candidates specifically qualified to fill their opportunities. Selection criteria can include major, academic level, degree, school, GPA, graduation date and work eligibility.

Employers can also utilize LionSHARE to register for career fairs and schedule company information sessions.

**JOB & INTERNSHIP POSTINGS**

Employers who are seeking to fill full and part-time positions and internships can post their opportunities via LionSHARE. These postings reach current undergraduates, graduate students and alumni of Columbia University.

Postings are free and remain active for 30 days unless otherwise requested. The system is accessible only to students and alumni from the Columbia University schools served by the Center for Career Education. Visit our website for more information on accessing LionSHARE (www.careereducation.columbia.edu/employers/jobposting).

**EMPLOYER INFORMATION SESSION**

Hosting an Employer Information Session provides an excellent opportunity for employers to inform and educate Columbia University students about their organization and give Columbia alumni working there an opportunity to return to campus and network with current students about potential job and internship opportunities.

**PRE-INTERVIEW SESSION**

Many companies host a pre-interview session for candidates the night before the interview. These events enable employers to get to know candidates a little better in a more informal setting. In addition to Faculty House, there are a number of area restaurants which can accommodate a group for dinner which the on-campus recruiting team can share with you. Please be mindful of the NO ALCOHOL policy as part of our On-Campus Recruiting Policies and Procedures (www.careereducation.columbia.edu/employers/policies).

**ON-CAMPUS INTERVIEWS (OCI)**

A great way to connect with Columbia students is to take advantage of On-Campus Interviews (OCI). This allows employers to maximize their recruiting efforts by accommodating students’ busy academic schedules and hosting interviews in the Center for Career Education offices.

There is a nominal fee for each interview room. Rooms can be reserved from 9am to 5:30pm most business days during the academic year. Typically one interview room constitutes one interview schedule, allowing employers to meet between 10 and 13 students. Interview rooms are equipped with wireless internet and can accommodate two interviewers.

To schedule on-campus interviews, employers can login to LionSHARE and request a date. Please note that for the first few weeks of the Fall and Spring semesters, employer demand is very high and rooms are reserved as early as Spring the prior year. Please contact our office for further details.

If employers are unable to come to campus but still wish to make use of our interview scheduling services, we offer remote Skype or phone interviews. Standard room charges, policies and scheduling details apply.
The Center for Career Education (CCE) will partner with employers to brand and market their organization, identify top candidates and encourage placement for a spring or summer internship.

**EMPLOYER COMMITMENT:**
- Submit job description outlining intern duties/responsibilities
- Participate in the intern selection and hiring process
- Assign specific projects to your intern for duration of internship
- Compensate intern (if applicable) in-line with internal pay scales
- Complete mid and final feedback survey

**CCE COMMITMENT:**
- Market the internship position on campus
- Coach students through application process
- Help students to obtain and finance work visa where applicable
- Provide professional skills training prior to departure
- Assign intern an alumni mentor from the host city
- Host professional development events throughout internship

**SPRING INTERNSHIP PROGRAMS**

- **Columbia Arts Experience (CAE)**
  - Sponsored with the Arts Initiative at Columbia University
  - Provides selected students with a New York-based internship in the arts

- **Columbia Exploration Internship (CEE)**
  - Designed to provide students early in their college career the opportunity to gain exposure to the professional world
  - Externships held in New York during spring break week
  - Variety of industries represented

- **Kenneth Cole Community Action Program @ Columbia University**
  - In partnership with the Office of Student Engagement
  - Engages civic minded students in work with a variety of not-for-profit organizations
  - Intern roles range from fundraising to project management

- **Startup Internship Program (SIP)**
  - Sponsored with the Columbia Organization of Rising Entrepreneurs (CORE)
  - 12 week internship designed to meet the demand of students who are curious to know more about the startup community and thinking about pursuing a career in the startup space

- **Virtual Internship Program (VIP)**
  - Students will develop professional skills associated with working virtually as they prepare to enter the workforce
  - 10 week internship working remotely in a diverse array of disciplines across many fields

**SUMMER INTERNSHIP PROGRAMS**

- **Columbia College Alumni-Sponsored Student Internship Program (CCASSIP)**
  - Sponsored in partnership with the Columbia College Alumni Association
  - Through commitment from alumni, students secure exciting internships across a wide range of industries

- **Columbia Experience Overseas (CEO)**
  - Provides students with the unique opportunity to live and work abroad in a variety of industries
  - The program is currently hosted in the following cities: Amman, Beijing, Hong Kong, Mumbai, London, Shanghai and Singapore

- **Science Technology Engineering Program (STEP)**
  - Students participate in high-quality internship experiences in a diverse array of engineering fields located across the country
  - Fields include biomedical, civil, chemical, computer science, earth and environmental, electrical and mechanical engineering

- **Summer CCE Network (SCCEN)**
  - Student and alumni summer support networks for students living and/or interning in Boston, Los Angeles, San Francisco, and Washington, DC
  - Students gain access to an alumni mentor and opportunities to connect to alumni and employers in the area
Reserving dates to recruit on campus with Columbia University’s Center for Career Education (CCE) indicates an employer’s agreement to abide by CCE policies and procedures as well as the NACE Principles for Professional Conduct for Career Services and Employment Professionals (www.naceweb.org). For the full outline of Policies and Procedures for Employers, please visit the Employer page of our website, www.careereducation.columbia.edu/employers/policies.

The Center for Career Education seeks both to partner with employers to maximize recruiting results and assist students in making informed career decisions. To accomplish these goals, we have developed student and employer policies to ensure a fair and effective process for all participants.

EMPLOYMENT OFFER DATES AND ACCEPTANCE POLICY

In order to provide students with sufficient time to complete their employment search and make informed decisions, employers and students must abide by the following timelines:

EMPLOYERS WHO RECRUIT VIA JOB POSTINGS ON LionSHARE
Allow students two weeks from the date they receive a written offer to make a decision.

EMPLOYERS WHO RECRUIT VIA ON-CAMPUS RECRUITING ON LionSHARE
Allow students two weeks from the date they receive a written offer or until the deadlines below, whichever is later.

<table>
<thead>
<tr>
<th>Offer Type</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time offers resulting from a previous summer internship</td>
<td>Friday, October 31, 2014</td>
</tr>
<tr>
<td>Full Time offers resulting from on-campus recruiting</td>
<td>Friday, November 7, 2014</td>
</tr>
<tr>
<td>Summer Internship offers resulting from a previous summer internship</td>
<td>Friday, February 27, 2015</td>
</tr>
<tr>
<td>Summer Internship offers resulting from on-campus recruiting</td>
<td>Friday, March 6, 2015</td>
</tr>
</tbody>
</table>

Exploding offers are prohibited. Sign-on bonuses should be honored upon acceptance of an offer.

CANCELLATIONS AND RESCHEDULING

If an employer needs to cancel or reschedule on-campus interviews, please notify Employer and Alumni Relations at 212-854-9167 or careereducation@columbia.edu as well as the students selected to interview as soon as possible. We will do our best to accommodate all rescheduling requests.

ALCOHOL

Alcohol is prohibited in the Employment Recruiting Process. As a member of the National Association of Colleges and Employers (NACE), Columbia also abides by the Principles for Professional Conduct. The Principles document explains why serving alcohol to job candidates is inappropriate and inadvisable. The principle states, “Serving alcohol should not be part of the recruitment process.” Open bars, paid bars and holding recruiting events in a bar are all inappropriate. Failure to abide by this principle will place the employer in violation of the stated policy. Employers not following the policy can be barred from recruiting at Columbia. Recruiters’ names can also be brought to the attention of their superiors and the company can be shared within the NACE community as not following this guideline, endangering students and having been barred from Columbia. For further information, please read the Principles for Professional Conduct document (www.naceweb.org/principles) in its entirety.

NACE PRINCIPLES FOR PROFESSIONAL CONDUCT

All employment professionals participating in our recruiting program are required to work within a framework of professionally accepted recruiting, interviewing and selection techniques as stipulated in the NACE Principles for Professional Practice at www.naceweb.org/principles.
ON-CAMPUS RECRUITING AND EMPLOYER EVENTS

ON-CAMPUS RECRUITING

The On-Campus Recruiting program enables employers to connect with students in multiple ways as part of their overall recruiting strategy. Whether recruiting one student or a dozen students, the program will provide both short and long term visibility while building brand recognition and reputation.

EMPLOYER INFORMATION SESSION

The Employer Information Session is often the introductory event of the season where employer representatives and students have an opportunity to meet and mingle in a formal setting. This event is designed to give students insight into the culture of a company or organization and promote open job opportunities. Employers interested in hosting an information session should use this opportunity to promote their organizational culture and build brand recognition and reputation on campus.

INDUSTRY SHOWCASE

Each semester the Center for Career Education hosts several Industry Showcase events. These are great events for companies that are new to campus and seek to build brand recognition. These events are a collaboration of multiple companies from within a common industry attracting students who are interested in learning more about opportunities and career paths within that field.

JOB AND INTERNSHIP POSTINGS IN LionSHARE

The most critical step in attracting candidates to your opportunities is posting your internship or full time position in LionSHARE. This database is the main source of job and internship postings on campus and reaches thousands of students and alumni daily.

ON-CAMPUS INTERVIEWS

Take a job posting one step further and commit to interviewing Columbia applicants right here on campus. When students and alumni see that a company or organization is dedicating time and resources to the recruiting process they will gain a deeper knowledge of the opportunities available and the commitment to hiring at Columbia.

EDUCATIONAL AND NETWORKING EVENTS

EMPLOYER SITE VISITS

Bring the students to you! Students are interested in learning about the work environment and the culture and structure of an organization. Employers are encouraged to open their doors to a group of 10 – 20 students for a brief introduction to the company, a tour of the office and introductions to hiring managers and/or Columbia alumni working on site.

PROFESSIONAL IN RESIDENCE

Send a representative to take up ‘residence’ for the day at the Center for Career Education. The company professional will meet with students in 30 minute intervals to share insider advice on how to enter or advance in the industry or field, learn about possible career tracks, gain clarity and/or answers to questions that only an insider would know.

CAMPUS CONNECTIONS

STUDENT ORGANIZATIONS, CLUBS AND CONTACTS

Over 100 student groups/clubs at Columbia University offer companies/organizations an opportunity to make contacts with a targeted group of students. They can serve as a valuable resource to increase visibility on campus. Work through the Center for Career Education to coordinate your activity with a student group. To discuss how your organization can work with a student club, please call us at 212-854-9167 or email careereducation@columbia.edu.

COMPANY ADVERTISEMENTS IN CCE CAREER PLANNING GUIDE

Every student and alumni working with the Center for Career Education receives a copy of the Career Planning Guide. Take out a company advertisement in this annual publication and reach over 11,000 students and alumni. For more information, please contact Tim Clancy with College Recruitment Media at tim@CRMpubs.com.
FALL CAREER FAIR
The Fall Career Fair includes organizations from many industries, including finance, consulting, consumer goods, media, marketing, advertising and more! This event offers employers an exciting opportunity to promote internships and full time careers exclusively to Columbia University students and alumni.

ENGINEERING CAREER FAIR DINNER AND NETWORKING RECEPTION
The Center for Career Education offers this Networking Reception as a way to get a jump-start at establishing a personal, face-to-face connection with students in an informal setting the night before the career fair. This is the best opportunity to engage over dinner and networking with top students interested in careers in Science, Technology, Engineering and Math.

ENGINEERING CONSORTIUM CAREER FAIR
Over 130 preeminent national and international engineering employers attend the Engineering Consortium Career Fair at Columbia University every year. Employers discuss internships and full time job opportunities from across a wide variety of fields and functions. Do not miss this opportunity to interact with students from across Columbia’s campus and meet students from several partner schools as well. See the full list of partner schools participating in our upcoming fair on our events site specialevents.cce.columbia.edu.

SPRING CAREER FAIR
The Spring Career Fair provides a spring semester opportunity for employers to meet outstanding Columbia students and share information about their company or organization. Through this career fair employers are encouraged to promote their available full time and internship roles to students and alumni seeking employment. Companies represent a variety of industries including not-for-profit, finance, consulting, engineering, media, consumer goods, marketing, advertising and more.

MEDIA NETWORKING NIGHT
Media Networking Night is an exclusive opportunity for students and professionals to network in an informal setting. This event is designed to give students the inside scoop on the industry from employers and alumni working in film, publishing, graphic design and more! Company professionals will have the opportunity to get to know some of the best and brightest students interested in this career path.

STARTUP CAREER FAIR
The Center for Career Education Startup Career Fair is focused on connecting startup firms, primarily from the NYC area, with entrepreneurially minded students and alumni at Columbia. Numerous industries will be represented including technology, sustainability, media and more. This exclusive event, open only to Columbia students and alumni, offers exciting opportunities for students pursuing internships as well as students and alumni pursuing full time careers.

specialevents.cce.columbia.edu