This Partnership Agreement has been developed to significantly enhance support to Smith School of Business’ corporate partners and students engaging in the on campus recruitment process this year. Our goal is to provide more fair and equitable access to Smith talent and employers.

The agreement applies to all firms recruiting internship or full-time talent from Smith’s Kingston-based programs including Commerce, Graduate Diploma in Business, Master of International Business and Full-Time MBA. Prior to posting and interviewing with us, please read and acknowledge the policy by clicking the “submit” button at the end of the policy on our website (smith.queensu.ca/recruiting/recruitment-policy.php).

**Recruiting Timelines**

Although firms are encouraged to engage with students throughout the year, the partnership agreement focuses primarily on fall recruitment processes and student availability throughout the academic year. In order to allow fair and equitable access to our students we have outlined the following dates with more information to follow in this agreement.

<table>
<thead>
<tr>
<th>Recruiting Activity</th>
<th>Hiring For</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Sessions &amp; Industry Nights</td>
<td>Full-time or internships</td>
<td>Beginning September 4th, 2018</td>
</tr>
<tr>
<td>On-campus Interviews</td>
<td>Full-time or internships</td>
<td>Beginning September 10th, 2018</td>
</tr>
<tr>
<td>September Sign-back Date (all industries except Accounting which is October 5, 2018)</td>
<td>Full-time or internships</td>
<td>September 24th, 2018</td>
</tr>
<tr>
<td>October Sign-back Date (Financial Services only)</td>
<td>Internships</td>
<td>October 29th, 2018</td>
</tr>
</tbody>
</table>

**Information Sessions & Industry Nights**

Firms may engage in traditional information sessions or in our popular industry night events as part of the on campus recruitment offering. Please refer to our recruitment page on our website for dates and booking procedures. We encourage all firms to consult with their Relationship Manager to determine the ideal time to host these events.

On-campus events will begin on September 4th for the 2018-2019 recruitment season and continue throughout the academic year.
Interviewing

On-campus interviews can be conducted in-person, by skype, video conference, or telephone. During the September and October recruitment period, all students from the Kingston campus must remain on site for our protected on-campus interview dates for their respective industries:

Protected On-Campus Interview Dates

SEPTEMBER RECRUITING PERIOD
Financial Services – September 10, 11
Consulting – September 12, 13, 14, 17
All Other Industries – September 18, 19, 20

OCTOBER RECRUITING PERIOD
Financial Services summer internships only – October 2, 3, 4, 5

Firms are encouraged to conduct their first round interviews on these dates to ensure full access to and attendance by students. This is done to minimize time away from class and to help ensure efficient first round interviews. Interviewing is permitted prior to or after these protected dates but is not recommended for those firms wanting to participate in the first wave of recruiting. Firms interviewing after September 20th may schedule their interviews at any time with the exception of the blackout dates detailed in the following section.

Firms are encouraged to reserve space for on-campus interviews at the time of booking recruiting events on-line. Once you have screened resumes, our team will schedule your on-campus interviews, provided your shortlists are sent at least 3 business days in advance. If the shortlist cannot be provided within that timeframe, firms will be required to schedule their own interviews and provide the career centre with a copy of the finalized schedule the day prior to the interviews.

Offers & Sign-backs

A sign-back date is defined as the date when an employment offer will expire. Students are permitted to accept an offer prior to the sign-back date but are not required to accept. For firms making an offer within one of our two possible sign-back periods outlined below, a sign-back date will be in effect. For those recruiting outside of the designated periods, it is requested that all offers be kept open for a minimum of 5 business days as per the CACEE guidelines or 3 days for Financial Services.

September 24th Sign-Back Date
The September 24th sign-back date applies to all new full-time or summer offers extended to our Kingston Campus students prior to September 24th. This includes any accelerated recruiting offers given in the summer for full-time or summer internships. Please note, return offers to the same position from a summer internship are not bound by the September 24th sign-back date. As an exception, accounting firms have a sign-back date of October 5th for new offers.

October 29th Sign-Back Date
The October 29th sign-back date applies to all Financial Services offers for summer internships extended between September 24th and October 28th.

All offers must be presented to our students in writing and in accordance with the guidelines laid out in this section.
Blackout Dates (Commerce Only)

All on-campus events, information sessions and interviews must be scheduled outside of the blackout dates. Off campus interviews outside of Kingston should also avoid these dates, except as indicated. We understand that some companies, in particular those with multi-university “super days”, will be juggling many schools’ calendars, and as a result may not be able to accommodate Smith’s blackout dates. In such exceptional cases, we ask that accommodations for an alternative interview time be made, should a Smith student have an exam conflict.

<table>
<thead>
<tr>
<th>Black Out Dates</th>
<th>Hiring For</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 8, 2018</td>
<td>Thanksgiving</td>
<td></td>
</tr>
<tr>
<td>October 18, 19</td>
<td>Midterm Exams</td>
<td>3rd and 4th year students may choose to interview off campus during the October 25th - 26th break.</td>
</tr>
<tr>
<td>October 22 - November 2, 2018</td>
<td>Final Exams</td>
<td>Students are permitted to interview upon completion of their exams, which will be at their discretion.</td>
</tr>
<tr>
<td>December 5 – 20, 2018</td>
<td>Final Exams</td>
<td></td>
</tr>
<tr>
<td>February 4 – 15, 2019</td>
<td>Midterm Exams</td>
<td>February mid-term exam period is primarily designated for 1st and 2nd year students. If you are interviewing 3rd and 4th year students, we ask for sensitivity to the possibility of a midterm during this time.</td>
</tr>
<tr>
<td>February 18 – 22, 2019</td>
<td>Reading Week</td>
<td>Students are permitted to interview off-campus during this time. There will be no on-campus recruitment activity during this week.</td>
</tr>
<tr>
<td>April 11 – 27, 2019</td>
<td>Final Exams</td>
<td>Students are permitted to interview upon completion of their exams, which will be at their discretion.</td>
</tr>
</tbody>
</table>

As with all recruiting engagement, we encourage you to work with your Relationship Manager who will have visibility to the Commerce schedule and can help you proactively manage this time period with you.
**Agreement Commitment**

We encourage firms to follow the Partnership Agreement and to clarify any questions with their Relationship Manager. Should a firm not follow the agreement the following procedure will be applied.

The Director of Smith’s Corporate Relations or Executive Director of the Career Advancement Centre will contact the organization’s Senior Management and Recruiting Team to discuss the violation. If no resolution can be found immediately, any of the following actions could be taken at the discretion of the Career Advancement Centre based on the violation.

- Loss of first-come rights to reserve space on campus for events, info sessions and interviews for the firm’s next recruiting period
- Immediate loss of access to the on-line resume book for the firm’s next recruiting period
- Notify student body and student groups of the firm’s violation

**Contact Us**

If you have any questions regarding the Smith School of Business’ new Recruitment Policy, please contact the Relationship Manager supporting your specific industry:

**Financial Services (Banks, Investment Banks, Private Equity)**
Brennan Jones  |  brennan.jones@queensu.ca

**Financial Services (Pension Funds, Insurance, Payment Cards, Real Estate)**
Rishi Behari  |  rishi.behari@queensu.ca

**Consulting, Accounting**
Janette Miller  |  janette.miller@queensu.ca

**CPG, Retail, Marketing Services, Loyalty, Hospitality**
Clare Hein  |  clare.hein@queensu.ca

**Technology, Telco, Start-Up, Media and Entertainment**
Amy McLellan  |  amy.mclellan@queensu.ca

**Healthcare, Government, Manufacturing, Travel**
Jennifer Dunk  |  jennifer.dunk@queensu.ca

**Partnership Agreement**

Prior to recruiting at Smith, all firms must agree to the Recruitment Policy online (smith.queensu.ca/recruiting/recruitment-policy.php).