



# Recruiting Partnership Agreement 2019-20

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 recruiting with us, please read and acknowledge this agreement by clicking the "submit" button at the end of the policy on our website ([smith.queensu.ca/recruiting/recruitment-policy.php](http://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.

Recruiting Activity	Hiring For	Timeline
Information Sessions & Industry Nights	Full-time or internships	Beginning September 3 <sup>rd</sup> , 2019
On-campus Interviews	Full-time or internships	Beginning September 9 <sup>th</sup> , 2019
September Sign-back Date (all industries except Accounting which is October 4, 2019)	Full-time or internships	September 23 <sup>rd</sup> , 2019
October Sign-back Date (Financial Services only)	Internships	October 21 <sup>st</sup> , 2019

## 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.

Space is limited; once booked in, it will be difficult to change your time or date due to our volume. Please consider this when booking.

On-campus events will begin on September 3<sup>rd</sup> for the 2019-2020 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

Capital Markets/Finance – September 9, 10

Consulting – September 11, 12, 13, 16

All Other Industries – September 17, 18, 19, 20

#### OCTOBER RECRUITING PERIOD

Financial Services (summer internships only) – October 1, 2, 3, 4, 7, 8

All final round interviews must be completed by October 23<sup>rd</sup> in order to adhere to our October 17<sup>th</sup>, 18<sup>th</sup> blackout dates, if firms are making an offer prior to the October 21<sup>st</sup> sign-back date below

Firms are encouraged to conduct their first round interviews on campus 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 off campus is permitted prior to or after these protected dates but is strongly discouraged during this time (by industry). Firms interviewing on campus or off campus from September 17<sup>th</sup> and on, 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 23<sup>rd</sup> Sign-Back Date

The September 23<sup>rd</sup> sign-back date applies to all new full-time or summer offers extended to our Kingston Campus students prior to September 23<sup>rd</sup>. 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 23<sup>rd</sup> sign-back date. As an exception, accounting firms have a sign-back date of October 4<sup>th</sup> for new offers.

### October 21<sup>st</sup> Sign-Back Date

The October 21<sup>st</sup> sign-back date applies to all Financial Services offers for summer internships extended between September 23<sup>rd</sup> and October 20<sup>th</sup>.

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 they 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.

Black Out Dates	Hiring For	Timeline
October 14, 2019	Thanksgiving	
October 17, 18 October 21 - November 4, 2019	Midterm Exams	3 <sup>rd</sup> and 4 <sup>th</sup> year students may choose to interview off campus during the October 24 <sup>th</sup> and 25 <sup>th</sup> break.
December 4 – 19, 2019	Final Exams	Students will be permitted to interview off campus upon completion of their exams, which will be at their discretion.
February 10 – 14, 2020	Midterm Exams	The February mid-term exam period is primarily designated for 1 <sup>st</sup> and 2 <sup>nd</sup> year students. If you are interviewing 3 <sup>rd</sup> and 4 <sup>th</sup> year students, we ask for sensitivity to the possibility of a midterm during this time.
February 17 – 21, 2020	Reading Week	Students will be permitted to interview off-campus during this time. There will be no on-campus recruitment activity during this week.
April 9 – 25, 2020	Final Exams	Students will be permitted to interview off campus upon completion of their exams, which will be at their discretion.

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 (Canadian Banks, Insurance, Payment Cards)**

Nancy Sammon | [nancy.sammon@queensu.ca](mailto:nancy.sammon@queensu.ca)

### **Financial Services (Global banks, Pension Funds, Private Equity/Venture Capital, Real Estate)**

Brennan Jones | [brennan.jones@queensu.ca](mailto:brennan.jones@queensu.ca)

### **Consulting, Accounting**

Lora Sprigings | [lora.sprigings@queensu.ca](mailto:lora.sprigings@queensu.ca)

### **CPG, Retail, Marketing Services, Loyalty, Hospitality, Healthcare, Cannabis**

Clare Hein | [clare.hein@queensu.ca](mailto:clare.hein@queensu.ca)

### **Technology, Telco, Media and Entertainment**

Sandra King | [sandra.king@queensu.ca](mailto:sandra.king@queensu.ca)

### **Government, Manufacturing, Energy, Transportation**

Janette Miller | [janette.miller@queensu.ca](mailto:janette.miller@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](http://smith.queensu.ca/recruiting/recruitment-policy.php)).