Recruiting Partnership Agreement 2020/21

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 fair and equitable access to Smith talent while supporting student recruitment.

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).

The Partnership Agreement pertains to interviewing, offer sign-backs, and Commerce blackout dates. For all other recruitment inquiries, review the Smith Recruit website and/or contact your relationship manager (smith.queensu.ca/recruiting/contact.php).

**Interviewing**

On-campus interviews can be conducted in-person, by skype, video conference, or telephone. During the September recruitment period, protected interview dates are assigned by industry. During these times, firms may not invite a student off campus for interviews or other recruitment activities.

**Protected Interview Dates:**
- Capital Markets/Finance – Sept. 16-21
- Consulting – Sept 16-21
- All Other Industries – Sept 22-25

We encourage you to conduct your first round interviews virtually or on campus to support our student’s academic studies and reduce the amount of class time they are missing for interviews.

**Offers & Sign-backs**

A sign-back date is defined as the date when an employment offer will expire. Students may accept the offer in advance of the expiry date; however, have until that date to make a decision. For those recruiting beyond the sign back date, we recommend abiding by the CACEE guidelines of a minimum of 3 days for capital markets and at least five business days for all other industries.

**2020 Sign-Back Date – September 28th**

The 2020 sign back date is September 28th. This date applies to all new fulltime or summer offers extended to our Kingston campus students prior to September 28th. This includes any accelerated recruiting offers given in the summer for fulltime or summer internships. All offers must be presented in writing.

**Exceptions:**
- Return offers to the same position from a summer internship for fulltime or summer
- Accounting industry – accounting firms have a sign-back date of October 9th
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 school’s 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.

<table>
<thead>
<tr>
<th>BLACKOUT DATE</th>
<th>REASON</th>
<th>NOTE</th>
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<tbody>
<tr>
<td>October 15-30</td>
<td>Midterm Exams</td>
<td>3rd and 4th year students may choose to interview off campus during the October 29-30 break.</td>
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<tr>
<td>December 5-23</td>
<td>Final Exams</td>
<td>Students will be permitted to interview off campus upon completion of their exams, which will be at their discretion.</td>
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<tr>
<td>February 1-12</td>
<td>Midterm Exams</td>
<td>The February mid-term exam period is primarily designated for 1st &amp; 2nd year students. If you are interviewing 3rd &amp; 4th year students, we ask for sensitivity to their midterms.</td>
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<tr>
<td>February 15-19</td>
<td>Reading Week</td>
<td>Students will be permitted to interview off-campus during this time. There will be no on-campus recruitment activity during this week.</td>
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<tr>
<td>April 3-24</td>
<td>Final Exams</td>
<td>Students will be permitted to interview off campus upon completion of their exams, which will be at their discretion.</td>
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