



MENDOZA COLLEGE OF BUSINESS

ASK MORE OF BUSINESS



MBA Recruiting Guide

2016-2017 Academic Year



UNIVERSITY OF
NOTRE DAME

The Mendoza Difference

Ask More of Business

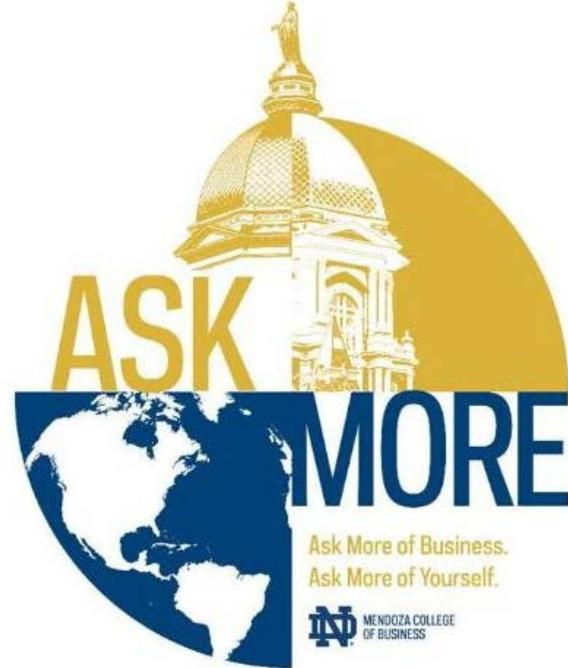
"Ask More of Business" is more than a tagline for Notre Dame's Mendoza College of Business. These words are a guiding force for the students, faculty, and staff that make up the College. Our shared mission has always challenged us to go beyond solving business problems that drive the bottom line.

We focus on developing ethical leaders who have a broad vision of the world and understand how to use business to improve local and global communities. Our students are challenged to balance mind with heart, personal success with care for others, and corporate growth with concern for the communities in which those companies operate.

Our Career Services team strives to build long-lasting relationships with our employer partners, and Notre Dame's small size and intimate community allows us to get to know our students on a personal level, identify the best ways to connect you to them, and ensure the right talent reaches you.

We look forward to working with you!

- Notre Dame Graduate Business Career Services Team



Mendoza Highlights

What makes Mendoza special? Consider the following:

- Top-ranked programs at both the Undergraduate and Graduate levels
- Recognition as one of the "10 Business Schools To Watch In 2016" by Poets & Quants
- Recognition as one of the "15 Most Innovative MBA Programs" by Inc. Magazine
- Recognition as a "military-friendly school" by GI Jobs (top 15% of colleges and universities)

Our students possess:

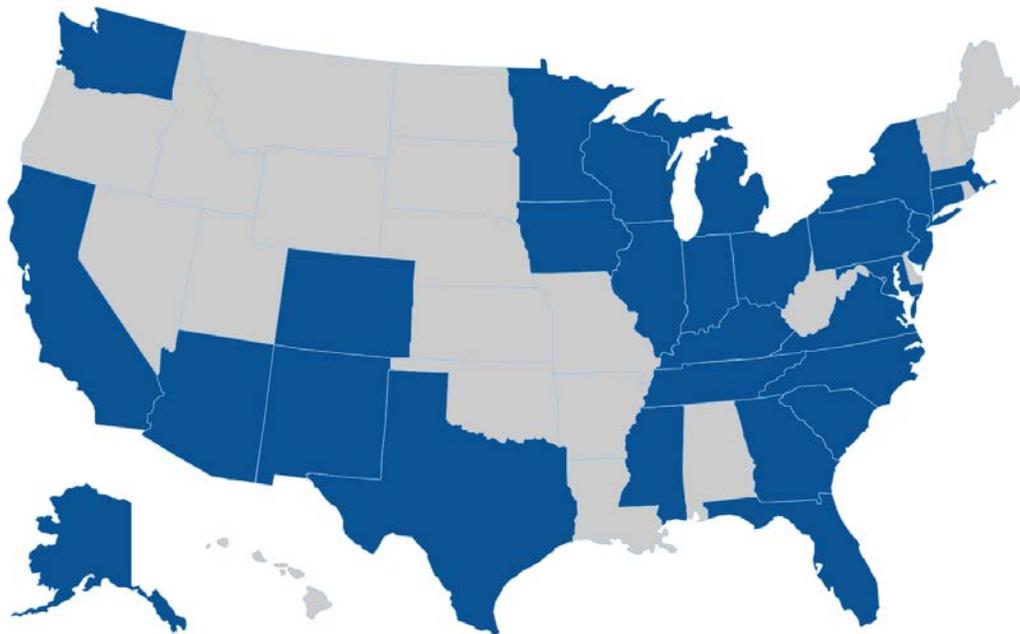
- Highly collaborative, team-oriented leadership skills
- Exceptional analytical and problem-solving skills
- A broad view of business
- An ethical approach to making critical business decisions

Mendoza MBA Class Profile

2-Year MBA Class of 2017	
Number of Students	122
Average Age	27
Average Work Experience	5 years
Female Students	30%
Minority Students	14%
International Students	30%

Diverse Student Body

Our two-year MBA class represents **30 U.S. states**, the **District of Columbia**, and **15 different countries**.



Countries represented:

- | | | | | |
|----------|-------------|--------|----------|--------|
| Canada | El Salvador | India | Russia | Turkey |
| China | Ghana | Mexico | Slovakia | USA |
| Colombia | Guatemala | Panama | Taiwan | UAE |

Mendoza Graduate Business Career Services Team



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Director, Graduate Business Career Services

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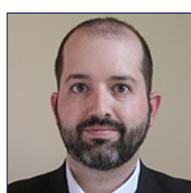
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Recruit Mendoza

Partner with Mendoza to Fulfill Your Recruiting Needs

From developing your recruiting plan, to finding ways to engage with Mendoza's student body, to scheduling and conducting on-campus interviews, Mendoza's Career Services team is here to help you achieve your recruiting objectives. Contact your Relationship Manager or our Employer Relations team to learn more!

BUILD YOUR PLAN

- Develop your recruiting goals
- Partner with the Mendoza Career Services team to build an engagement strategy
- Review Mendoza's recruiting policies

ENGAGE & PROMOTE

- Review online resume book(s)
- Attend Mendoza recruiting event(s)
- Host company information session
- Engage with Mendoza's Student Clubs

POST & INTERVIEW

- Post positions on Mendoza's job board (Go IRISH)
- Reach out to students of interest
- Interview students in person or virtually

HIRE TOP TALENT

- Extend offers in line with Mendoza's policies
- Stay connected with students throughout the decision-making process



2016-2017 Recruiting Calendar: Module I

 Key MBA Recruiting Event/Date

 No Recruiting Permitted

 Home

 Away

August 2016

M	T	W	Th	F
22	23	24	25	26
MOD I CLASSES START				
29	30	31		

September 2016

M	T	W	Th	F
			1	2
				 @ Texas
5	MENDOZA F/T RECRUITER SHOWCASE	FALL CAREER FAIR/MENDOZA KICKOFF	FULL-TIME RECRUITING BEGINS	9
				 Nevada
12	13	14	15	16
				 Michigan State
19	20	21	22	23
				 Duke
26	27	28	29	30
				 @ Syracuse

October 2016

M	T	W	Th	F
3	4	5	6	7
			FINAL EXAMS	FINAL EXAMS
				 @ NC State
10	11	12	13	14
INTERTERM INTENSIVE	INTERTERM INTENSIVE	INTERTERM INTENSIVE	INTERTERM INTENSIVE	
				 Stanford
17	18	19	20	21
FALL BREAK				

2016-2017 Recruiting Calendar: Module II

 Key MBA Recruiting Event/Date

 No Recruiting Permitted

 Home

 Away

October 2016

M	T	W	Th	F
24 MOD II CLASSES START	25	26	27	28
31				

 Miami

November 2016

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17 INTERNSHIP RECRUITER SHOWCASE	18
21	22	23 THANKSGIVING BREAK	24 THANKSGIVING BREAK	25 THANKSGIVING BREAK
28	29	30		

 @ Navy

 Army

 Virginia Tech

 @ USC

December 2016

M	T	W	Th	F
			1	2
5	6	7	8	9
12 FINAL EXAMS	13 FINAL EXAMS	14 FINAL EXAMS	15 WINTER BREAK	16 WINTER BREAK

2016-2017 Recruiting Calendar: Module III

 Key MBA Recruiting Event/Date

 No Recruiting Permitted

 Home

 Away

January 2017

M	T	W	Th	F
16 MOD III CLASSES START	17 INTERN RECRUITING BEGINS	18	19	20
23	24	25	26	27
30	31			

February 2017

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2017

M	T	W	Th	F
		1	2 FINAL EXAMS	3 FINAL EXAMS
6 INTERTERM INTENSIVE	7 INTERTERM INTENSIVE	8 INTERTERM INTENSIVE	9 INTERTERM INTENSIVE	10
13 SPRING BREAK	14 SPRING BREAK	15 SPRING BREAK	16 SPRING BREAK	17 SPRING BREAK

2016-2017 Recruiting Calendar: Module IV

 Key MBA Recruiting Event/Date

 No Recruiting Permitted

 Home

 Away

March 2017

M	T	W	Th	F
20 MOD IV CLASSES START	21	22	23	24
27	28	29	30	31 DAY IN THE BAY INTERVIEW FORUM

April 2017

M	T	W	Th	F
3	4	5	6	7 DAY BY THE LAKE INTERVIEW FORUM
10	11	12	13	14 EASTER BREAK
17 EASTER BREAK	18	19	20	21
24	25	26	27	28

May 2017

M	T	W	Th	F
1	2	3	4	5
8 FINAL EXAMS	9 FINAL EXAMS	10 FINAL EXAMS	11 END OF SCHOOL YEAR	12

Key Recruiting Events

Notre Dame Career Fairs

The University of Notre Dame's Career Center hosts two major career fairs each year:

- Fall Career Expo (September 7, 2016)
- Winter Career and Internship Fair (Date TBD)

The Career Center provides and hosts on-campus interview space for employers to schedule and interview students on the day after the fairs. Please be sure to request that you would like interview space when you register in Go IRISH. One interview room is guaranteed with registration.

Mendoza Full-Time Recruiter Showcase (September 6, 2016)

A select number of companies will be able to participate in the Full-Time Recruiter Showcase event that will take place the evening before the Mendoza Fall Recruiter Kickoff. Participating companies will be given time for a brief presentation and have the opportunity to engage with students after the formal portion of the event. Presentations will occur between 6:00 and 8:00 pm, with informal networking to follow.

Mendoza Fall Recruiter Kickoff (September 7, 2016)

This event is held on the same day as Notre Dame's Fall Career Fair and provides companies with a great opportunity to engage with graduate business students. The kickoff is a high-energy "meet and greet" event that allows you to interact with MBA students in a more informal environment than the Career Fair. Participation in this event will not preclude your attendance at the Career Fair.

The Recruiter Kickoff is FREE. Employer check-in begins at 10:45 am, students attend between 11:30 am - 1:00 pm, and a light buffet-style lunch is served from 1:00-1:30 pm.

Mendoza Internship Recruiter Showcase (November 17, 2016)

Companies interested in exclusively recruiting first-year students for internship opportunities are encouraged to participate in the Internship Recruiter Showcase. Participating companies will be given time for a brief presentation and have the opportunity to engage with students after the formal portion of the event. Presentations will occur between 6:00 and 8:00 pm, with informal networking to follow.

Just-in-Time Recruiting: Day in the Bay / Day by the Lake Interview Forums

The "Day in the Bay" (San Francisco) and "Day by the Lake" (Chicago) Forums are designed to connect hiring companies with candidates from 11 top MBA programs without having to travel to multiple schools.

These events are held in late March/early April; details for the 2017 events will be posted when available.

For more details about these events, go to recruitmendoza.nd.edu

Connect with MBA Student Clubs

MBA Student Clubs

Working with Student Clubs is a great way to build your company's brand, showcase internship and full-time career options within your organization, and identify top student talent. There are 17 active student clubs at Mendoza; some are organized around functional career paths (e.g., Finance & Investments Club), some around specific industries (e.g., Real Estate Club), and others around interests and/or affiliations (e.g., Net Impact Club).

Student Club Leaders

	Club President	E-Mail Address
Asian MBA Club	Bella Peng	bpeng@nd.edu
BioTech Club	Rob Bucknam	rbucknam@nd.edu
Business Analytics Club	Ilamin Bitoka	ibitoka@nd.edu
Consulting Club	Brad Wise	bwise4@nd.edu
Entrepreneurship Club	Mike Ferrigno	mferrign@nd.edu
Finance & Investments Club	Patrick Veltman	pveltman@nd.edu
Global Business Club	Jo Kakarwada	jkakarwa@nd.edu
Hispanic MBA Club	Fernando Fonseca	fturrent@nd.edu
Management Club	Andrew Cornick	acornick@nd.edu
Marketing Club	Matt Beck	mbeck3@nd.edu
Net Impact Club	Dara Chesnutt	dchesnut@nd.edu
Real Estate Club	Graham Gardner	ggardne2@nd.edu
Resources, Energy, Green Tech & Sustainability (REGS) Club	Jan Porvaznik	jporvazn@nd.edu
Sports Business Club	Faizan Khuwaja	fkhuwaja@nd.edu
Technology Club	Arpit Bhatnagar	abhatnag@nd.edu
MBA Veterans Club	Mark Faldowski	mfaldows@nd.edu
Women in Business Club	Elizabeth Lynch	elynch5@nd.edu

Go IRISH: Mendoza's Online Career Management System

Go IRISH

Go IRISH, powered by symlicity, is our campus-wide Career Services Management System. Recruiters can access the employer site at <https://goirish-csm.symlicity.com/employers/>. Once there, employers can register for the system, post jobs, schedule events, and access student resume books, among other things.

The screenshot shows the Go IRISH login and registration interface. At the top left is the University of Notre Dame logo. To its right is the NACElink logo with the text "CAREER SERVICES MANAGEMENT SYSTEM" and "software by symlicity". In the top right corner, there are icons for help, print, and a star, along with the NACElink logo and "software by symlicity". Below the header is a navigation bar with four buttons: "Sign in" (highlighted in dark blue), "Forgot my password", "Register", and "Register And Post Job".

The main content area is divided into two columns. The left column is titled "Sign In" and contains the following text: "Welcome to Go IRISH, the Recruiting System for The University of Notre Dame." Below this is a note: "GO IRISH SERVES ALL STUDENTS EXCEPT LAW STUDENTS." followed by "Go IRISH provides employers access to students who are seeking full-time or summer internship opportunities." and "The following services can be accessed via Go IRISH:" followed by a bulleted list: "On Campus Recruiting (OCR)", "Job Postings", "Resume Books", and "Career Fairs/Information Sessions". At the bottom of this column are input fields for "Username (your email address)" and "Password", and buttons for "Sign In", "Reset", and a link for "Forgot Password".

The right column is titled "Register" and contains the text: "Register for a new account. Staffing Agencies are not permitted to post on Go IRISH." Below this are two buttons: "Register" and "Register And Post Job".

Go IRISH Resources/FAQ

For more information about Go IRISH (posting positions, scheduling interviews, accessing student resumes, etc.), please visit recruitmendoza.nd.edu.

Mendoza Recruiting Policies

Grade Disclosure

Mendoza students are not required to disclose their grades, GPA and/or GMAT information to prospective employers, nor will any members of the Career Services team. However, it is the individual right of the student to disclose any aspect of their own academic performance to prospective employers or any other interested parties.

Scheduling of Interviews

Companies are strongly encouraged to schedule both on- and off-campus interviews at times that do not conflict with a student's academic schedule. For this reason, call-backs should be held on Fridays (generally non-class days for students), and a minimum of three business days' notice for any off-campus interviews is requested.

Extending Offers

Companies should communicate decisions to candidates within a reasonable time frame and in accordance with Mendoza's offer decision policies (highlighted on next page). Exploding offers do not give candidates an appropriate amount of time to make a decision and are therefore prohibited.

Withdrawing Offers

Once an offer (verbal or written, including email) is made to a candidate, it cannot be withdrawn without being considered a violation of Mendoza's Recruiting Policies. Any company considering rescinding an offer to a student should contact MBA Career Services team as soon as possible.

Students Reneging on Accepted Offers

Once a student has accepted an offer with a company, he/she is expected to honor that commitment. Reneging on an accepted offer is a violation of Mendoza's recruiting policies, and strict penalties have been developed to uphold the integrity of these policies and create accountability for a student's choices. If a student is considering reneging on an accepted offer, he/she is required to schedule a meeting with a member of the Career Services team to discuss his/her intended actions. Each renege situation will be reviewed; depending on the circumstances, the following penalties may be imposed:

- Mandatory in-person meeting with the Director of Career Services, Associate Dean or Dean to explain the reasons for the student's actions
- Mandatory in-person meeting with the company to explain the reasons for the student's actions
- A letter, copying the Director of Career Services, apologizing and explaining the reason for those student's actions
- Immediate and permanent loss of access to Go IRISH/on-campus recruiting opportunities
- Immediate and permanent loss of access to alumni career services

Mendoza Recruiting Policies

Key Recruiting Dates (2016-2017 School Year)

	Full-Time Recruiting (2nd-Year and 1-Year Students)	Internship Recruiting (1st-Year Students)
Interview Schedule Requests	Companies may submit interview schedule requests beginning on May 1, 2016	Companies may submit interview schedule requests beginning on May 1, 2016
Resume Books	Companies may access the full-time candidate resume book on September 1, 2016	Companies may access the internship candidate resume book on October 31, 2016
Recruiting Events	Companies may begin conducting recruiting events on September 8, 2016	Companies may begin conducting recruiting events on September 8, 2016
Interviews	Interviews for full-time roles may begin on September 8, 2016	Interviews for internship roles may begin on January 17, 2017
Offer Decision Deadline	For full-time offers resulting from summer internships should have a decision deadline of no earlier than December 1, 2016 Full-time offers extended during Fall recruiting should have a decision deadline of December 1, 2016, or at least two weeks from the offer date , whichever comes later	Internship offers should be given a decision deadline of February 28, 2017, or at least two weeks from the offer date , whichever comes later

End-of-Year Hiring Results

Companies are asked to provide Graduate Business Career Services with information on offers made, offers accepted and salaries offered. This helps strengthen the relationship between Graduate Business Career Services and your company and facilitates our preparation of an accurate employment report at the end of each recruiting year.

Ethical/Legal Guidelines

Ethical and legal practices are expected in all phases of the recruiting process. Candidates should not be discriminated against on the basis of ethnicity, gender, marital status, age, creed, sexual orientation, disability or any other non-job-related factor.

MBA CSEA Standards

Graduate Career Services follows the standards for employment reporting that are recommended by the MBA Career Services and Employer Alliance (MBACSEA).

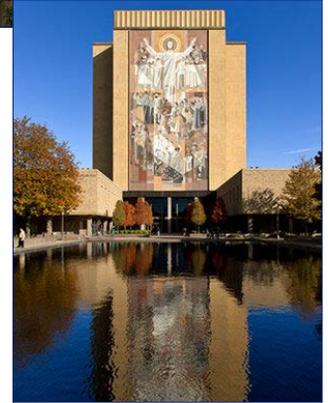
Traveling to Notre Dame

Arrival by Air

South Bend Regional Airport (SBN) is approximately 15 minutes by car from the Notre Dame campus. From the airport, go east on Lincoln Way West (turn left out of the airport) toward downtown South Bend. Turn left on Indiana 933 (Michigan Street) and proceed about two miles north to Angela Boulevard. Turn right onto Angela Boulevard, and then turn left at the first stoplight onto Notre Dame Avenue.

Visitors may find that flying to Chicago and driving to Notre Dame may be more convenient. The University is about two hours by car from O'Hare International Airport (ORD) and about 90 minutes from Midway International Airport (MDW).

From the Illinois border, it is 77 miles to the South Bend/Notre Dame exit on I-80 (exit 77). Turn right onto Indiana 933 South/US-31. Make a left at the fourth stop light (Angela Boulevard), then turn left at the first stoplight (Notre Dame Avenue).



Arrival by Train

The South Shore Line runs directly from Chicago (corner of Michigan Ave and Randolph St) to the South Bend Regional Airport (about a two hour trip). From the airport, the Notre Dame campus is approximately a 15 minute ride by car. Various transportation methods are available (e.g., taxi, rental car, limo).

Arrival by Car

The South Shore Line runs directly from Chicago (corner of Michigan Ave and Randolph St) to the South Bend Regional Airport (about a two hour trip). From the airport, the Notre Dame campus is approximately a 15 minute ride by car. Various transportation methods are available (e.g., taxi, rental car, limo).

Campus Directions and Parking

Approach campus on Notre Dame Avenue and take your first immediate right (Holy Cross Drive). Follow signs to visitor parking, located on the right just past the four-way stop sign. The Mendoza College of Business is directly northwest of the visitor parking lot. If you are staying at the Morris Inn, we recommend that you leave your car in the Morris Inn lot and walk to our office.

Time Zone

Notre Dame is on Eastern Time throughout the year (same as New York City; one hour ahead of Chicago) and observes Daylight Savings Time.

Where to Stay and Dine

On-Campus Lodging Options

The Morris Inn

Notre Dame Avenue
574-631-2000

<http://morrisinn.nd.edu>

- Has two private rooms that each seat 50, and can be combined to seat 100 people
- Has ballroom that holds 300 people

Off-Campus Lodging Options

Fairfield Inn & Suites

1220 East Angela Boulevard
574-234-5510

www.marriott.com

- Located immediately south of campus.

Ivy Court Inn & Suites

1404 Ivy Court
574-277-6500

www.ivycourt.com

- Adjacent to southeastern side of campus.

The Inn at St. Mary's

53993 Indiana State Route 933
574-217-4641

www.innatsaintmarys.com

- 1.7 miles from campus.

Hilton Garden Inn South Bend

53995 Indiana State Route 933
574-232-7700

www.hiltongardeninn.com

- 1.7 miles from campus

Hilton Doubletree

123 N St. Joseph Street
574-234-2000

www.hilton.com

- 2.5 miles from campus

Recommended Restaurants

Legends of Notre Dame

Juniper Road
574-631-2582

<http://legends.nd.edu/>

- Has large, private room that holds 150
- Has small, private room that seats 8

Sorin's (The Morris Inn)

Notre Dame Avenue
574-631-2020

<http://morrisinn.nd.edu/sorins>

- Has small, private room that seats 10

Cafe Navarre

101 N. Michigan Street
574-968-8101

<http://cafenavarre.co/>

- Has small, private rooms that seat 12-15

LaSalle Grill

115 W Colfax Avenue
574-288-1155

www.lasallegrill.com

- Has two private rooms (one that seats 80 and one that seats 30)

The Mark, Dine & Tap

1234 Eddy Street, Suite 111
574-968-3030

<http://themarkdineandtap.com/>

- In Eddy Street Commons, just south of campus

Ruth's Chris Steak House

902 E University Drive
574-968-9700

www.ruthschris.com

- Has three private rooms (one that seats 75, one that seats 16, and one that seats 12)

Soho Japanese Bistro

7225 Heritage Square Drive, #290
574-272-2292

<http://sohojapanesebistro.com/1894/index.html>

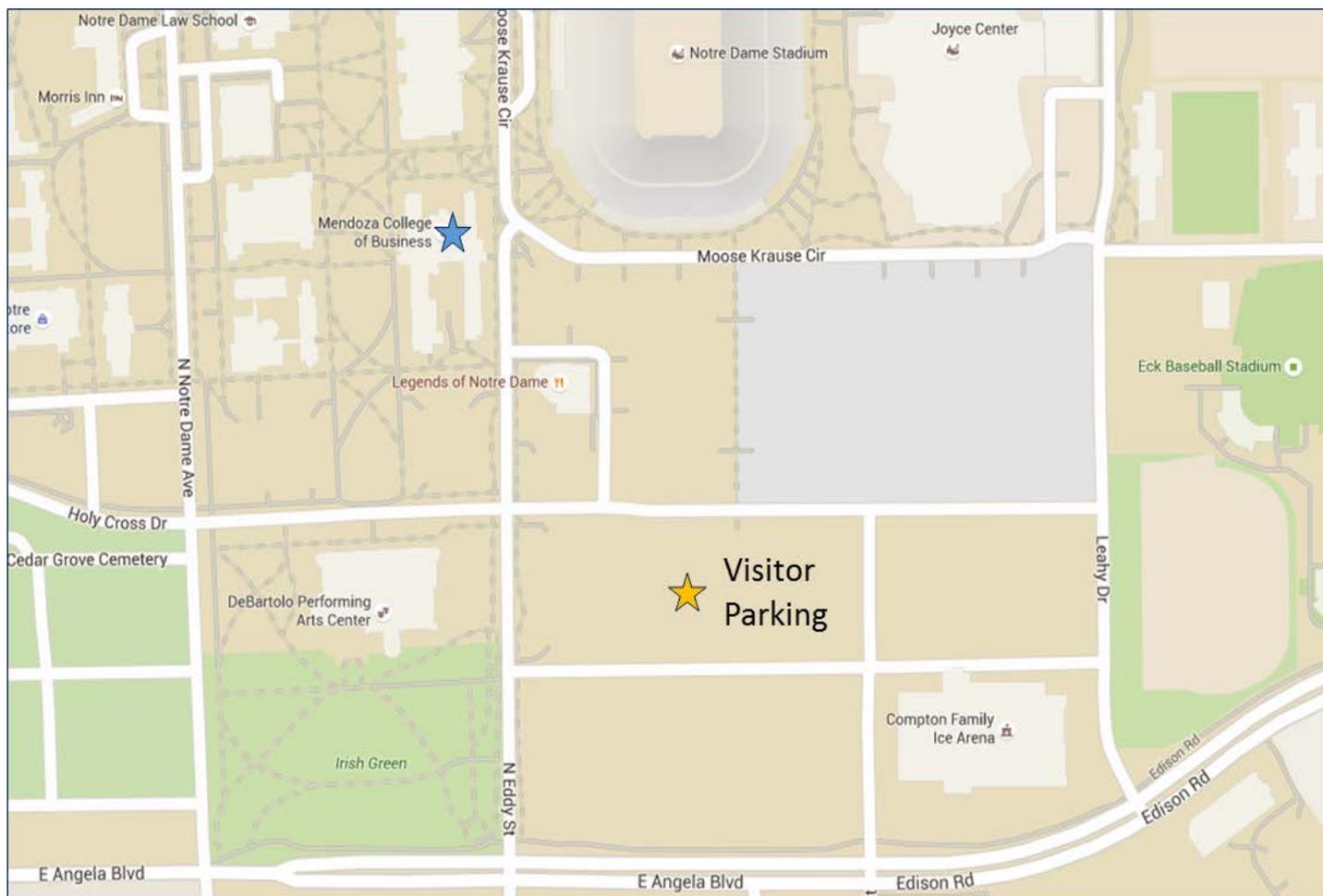
- Has a semi-private room that holds 60 people

For more options, go to
recruitmendoza.nd.edu

Mendoza Parking Information

On-Campus Lodging Options

Parking near Mendoza is limited due to campus construction. Recruiters can park in the C1 lot south of Notre Dame Football Stadium. From Angela Boulevard, turn north on Notre Dame Avenue (toward the golden dome) and then turn right at the corner of Notre Dame Avenue and Holy Cross Drive. Go through one stop sign and then turn right into the C1 parking lot.



Visit Mendoza's recruiter website (recruitmendoza.nd.edu) to access a Google Maps version.



MENDOZA COLLEGE OF BUSINESS



Graduate Business Career Services

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