MBA Recruiting Guide

2018-2019 Academic Year
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 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!

Judy Truitt  
Employer Relations  
Program Manager  
(574) 631-5575 / jtruitt@nd.edu  

Jim Cunningham  
Assistant Director  
Corporate Recruiting  
(574) 631-8337 / jcunni10@nd.edu

Notre Dame MBA Highlights

What makes Mendoza students stand out? Consider the following:

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

Our students possess:

- Leadership skills that develop high performing teams
- Communication skills that build confidence in clients and colleagues
- Creative problem solving abilities that drive innovation
- Strategic thinking that leads to a competitive advantage
Diverse Student Body

Our two-year MBA class represents 28 U.S. states, the District of Columbia, and 11 different countries.

Countries represented:

- Argentina
- Brazil
- Guatemala
- Uganda
- Bangladesh
- Canada
- India
- USA
- Belarus
- China
- Mexico
Partner with Mendoza to Meet Your Recruiting Target

From developing your recruiting plan, 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 our Employer Relations team to learn more!

**BUILD YOUR PLAN**
- Develop your recruiting goals
- Review Mendoza’s recruiting policies
- Partner with Career Services to build a tailored engagement strategy

**ENGAGE & PROMOTE**
- Review online résumé book
- Attend Mendoza recruiting events
- Host company information session
- Engage with student clubs

**POST & INTERVIEW**
- Post opportunities on our job board - DOME
- Reach out to qualified candidates
- 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
### 2018 Recruiting Calendar

#### August 2018

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- **12**: Internship Recruiter Showcase
- **19**: Thanksgiving Break
- **26**: Thanksgiving Break

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- **14**: Mod III Classes Start
- **15**: Intern Recruiting Begins
- **21**: Thanksgiving Break
- **26**: Thanksgiving Break

### Key MBA Recruiting Event/Date
- Key MBA Recruiting Event/Date
- No Recruiting Permitted
- Home
- Away
# 2019 Recruiting Calendar

## February 2019

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**Key MBA Recruiting Event/Date**

- No Recruiting Permitted
- SPRING RECRUITING ENDS
Key Recruiting Events

Mendoza Fall Recruiter Kickoff (September 5, 2018)

This event is held on the same day as Notre Dame’s Fall Career Expo 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 Expo. Participation in this event will not preclude your attendance at the Career Expo.

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 Showcase (November 15, 2018)

Companies interested in exclusively recruiting first-year students for internship opportunities are encouraged to participate in the Internship 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.

MBA Interview Forums: Day in the Bay / Day by the Lake (Spring 2019)

The “Day in the Bay” (San Francisco) and “Day by the Lake” (Chicago) Forums are annual events designed to match hiring companies with MBA talent from 11 leading business schools. These events create an opportunity to meet & interview pre-selected candidates without traveling to multiple schools.

Day in the Bay – February 22
Day by the Lake – April 5

Notre Dame Career Expos

The University of Notre Dame’s Center for Career Development hosts two major career events each year:
  • Fall Career Expo (September 5, 2018)
  • 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.

For more details about these events, go to recruitmendoza.nd.edu
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 talent. There are 19 active student clubs at Mendoza; some are organized around functional career paths (e.g., Finance & Investments Club), some around specific industries (e.g., Consulting Club), and others around interests and/or affiliations (e.g., LGBTQ Club).

Student Club Leaders

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Club President</th>
<th>E-Mail Address</th>
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<tbody>
<tr>
<td>Asian MBA Club</td>
<td>Hang (Helen) Ji</td>
<td><a href="mailto:hji1@nd.edu">hji1@nd.edu</a></td>
</tr>
<tr>
<td>Black Graduates in Management</td>
<td>Terrell Hunt</td>
<td><a href="mailto:thunt7@nd.edu">thunt7@nd.edu</a></td>
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<tr>
<td>Business Analytics Club</td>
<td>Bernardo Jaccoud</td>
<td><a href="mailto:bjaccoud@nd.edu">bjaccoud@nd.edu</a></td>
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<tr>
<td>Consulting Club</td>
<td>Austin Gilbertson</td>
<td><a href="mailto:agilber4@nd.edu">agilber4@nd.edu</a></td>
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<tr>
<td>Entrepreneurship &amp; Venture Capital Club</td>
<td>Sean Meade</td>
<td><a href="mailto:smeade@nd.edu">smeade@nd.edu</a></td>
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<tr>
<td>Fighting Irish Real Estate</td>
<td>Andrew Engvall</td>
<td><a href="mailto:aengvall@nd.edu">aengvall@nd.edu</a></td>
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<tr>
<td>Finance &amp; Investments Club</td>
<td>Josh Scoresby</td>
<td><a href="mailto:jscoresb@nd.edu">jscoresb@nd.edu</a></td>
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<tr>
<td>Global Business Club</td>
<td>Arun Mishra</td>
<td><a href="mailto:amishra@nd.edu">amishra@nd.edu</a></td>
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<tr>
<td>Hispanic MBA Club</td>
<td>Michael Delano</td>
<td><a href="mailto:mdelano@nd.edu">mdelano@nd.edu</a></td>
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<tr>
<td>LGBTQ and Allies Club</td>
<td>Andrew B. Jones</td>
<td><a href="mailto:ajones28@nd.edu">ajones28@nd.edu</a></td>
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<tr>
<td>Management Club</td>
<td>Colin Rose</td>
<td><a href="mailto:crose7@nd.edu">crose7@nd.edu</a></td>
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<tr>
<td>Marketing Club</td>
<td>Maria MuldoonLanda</td>
<td><a href="mailto:mmuldoo2@nd.edu">mmuldoo2@nd.edu</a></td>
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<td>Charlotte Pekoske</td>
<td><a href="mailto:cpekoske@nd.edu">cpekoske@nd.edu</a></td>
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<td>Laura Dootson</td>
<td><a href="mailto:ldootson@nd.edu">ldootson@nd.edu</a></td>
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<td>Matt Kauffman</td>
<td><a href="mailto:mkauffm1@nd.edu">mkauffm1@nd.edu</a></td>
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<td>Walter Pruchnik</td>
<td><a href="mailto:wpruchni@nd.edu">wpruchni@nd.edu</a></td>
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<td>Gene Hu</td>
<td><a href="mailto:ghu@nd.edu">ghu@nd.edu</a></td>
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<td>Toast Like a Champion</td>
<td>Robbie Singley</td>
<td><a href="mailto:rsingley@nd.edu">rsingley@nd.edu</a></td>
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<tr>
<td>Women in Business Club</td>
<td>Haley Alexander</td>
<td><a href="mailto:halexand@nd.edu">halexand@nd.edu</a></td>
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DOME: Mendoza’s MBA Career Management System

DOME

DOME is our MBA Career Services management system. Recruiters can access the employer site at https://mba-mendoza-notredame.12twenty.com/hire. Once there, employers can register for the system, post jobs, schedule events, and access student resume books, among other things.

DOME Resources/FAQ

For more information about DOME (posting positions, scheduling interviews, accessing student resumes, etc.), please visit recruitmendoza.nd.edu.
**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 notice of three business days 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. 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 Graduate Business Career Services team as soon as possible.

RecruitMendoza@nd.edu
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.

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

Take exit 77 from the Toll Road and head south (right) on SR 933. Turn east (left) on Angela. Turn north (left) on Eddy. At the stop sign head east (right) and visitor parking is on the right, The Duncan Student Center is north of Visitor Parking.
Directions: Please refer to the “Traveling to Notre Dame” section or visit the Notre Dame web site at [http://nd.edu/campus-and-community/campus-map/](http://nd.edu/campus-and-community/campus-map/) for detailed travel information.

NOTE: Written directions are on previous page

Parking:
If you are staying at the Morris Inn on campus, parking is available for guests and is an easy walk to the Duncan Student Center.

If you are driving, please park in the Walsh Architecture Visitors Lot (see map). **The visitor lot is not gated. Visitors need to acquire a permit from the kiosk and display on your car dashboard.**

Time Zone - Notre Dame is in the Eastern time zone (same time as New York).
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 E. Angela Boulevard
574-234-5510
www.marriott.com
• Located immediately south of campus

Aloft South Bend
111 N. Main St
574-288-8000
www.starwoodhotels.com
• Located 2.5 miles from campus

The Inn at St. Mary’s
53993 Indiana State Route 933
574-217-4641
www.innatsaintmarys.com
• 1.7 miles from campus.

Courtyard by Marriott
121 S. Martin Luther King Blvd.
574-217-4641
www.marriott.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)

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)

For more options, go to recruitmendoza.nd.edu
Graduate Business Career Services
University of Notre Dame
528 Duncan Student Center
Notre Dame, IN 46556

(574) 631-5575

recruitmendoza.nd.edu