

2019–20

DARDEN RECRUITING POLICIES

**FOR INVESTMENT
BANKING**

WELCOME

Welcome to recruiting at the University of Virginia Darden School of Business.

Our recruiting policies are references for any company recruiting Darden students in the 2019–20 academic year. The goal of these recruiting policies is to provide all employers with a level playing field and a fair process that takes into consideration the needs and requirements of Darden MBA students. We believe that our combination of student and employer policies enables employers to develop valuable long-term relationships with Darden and provides students the maximum number of career opportunities.

The Darden School and its Career Development Center appreciate your commitment to hiring talent at Darden and willingness to partner with us.

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DARDEN'S ACADEMIC AND RECRUITING CALENDAR

INTRODUCTION TO DARDEN'S ACADEMIC AND RECRUITING CALENDAR

The academic calendar is the main driver of recruiting dates and availability. It is imperative that students have the time and flexibility to perform and uphold their academic commitments. The calendars on pages 5–8 will provide an overview of key dates for recruiting. The dates marked with an X or blacked out are not available for recruiting and are off-limits to employers.

Darden students may not miss class or academic commitments for full-time or internship interviews, recruiting events, or travel related to those activities. Employers cannot require a student, as a condition of his or her employment candidacy, to interview at a time that conflicts with his or her individual academic schedule. An employer's inflexibility on this issue will be considered a violation of Darden's recruiting policies.

Second Year (Full-Time)

Recruiting Events Begin: 3 September 2019

Interviews Begin: 30 September 2019

First Year (Internship)

Recruiting Events Begin: 12 September 2019

Interviews Begin: 6 January 2020

Investment Banking Interviews: 7–9 January 2020

DARDEN RECRUITING EVENTS

Darden's goal is to ensure that firms meet and learn about our students through a sufficient number of recruiting events. However, we are mindful of the time commitments and demands on our students. For the 2019–20 academic year, the Career Development Center will work with you to plan and prioritize the events for your organization that prove to be impactful for you and Darden students within the recruiting calendar. All events will need to be provided to the CDC through Darden Career Link. These include the following:

- Career Fair
- Networking Reception
- Information Session
- Coffee Chats/Office Hours
- Invite-Only Events
- Workshop (see additional requirements)
- Case Competition (application required)

Event dates are not guaranteed and will be scheduled based on a first-come, first-serve basis. It is our goal to maximize student attendance. We will focus on coordinating across industries, functions and target audiences. Off-Grounds, invitation-only events for First Year students may begin on 28 October 2019 through 12 December 2019. All events must be approved by the CDC. Date requests need to be submitted through Darden Career Link.

Companies cannot expect students to attend more than two firm-sponsored events, not including student-requested informational interviews or student-coordinated events such as panels or conferences.

Employers are not approved to host company events during August pre-matriculation, networking receptions and career fairs, final exams or recruiting black-out periods. These dates are clearly marked with “X” on the Darden Academic and Recruiting Calendar. See pages 5–8.

DARDEN ALCOHOL POLICY

For all events that are held on-Grounds that have alcohol, companies must purchase alcohol through the Abbott Center. Externally purchased alcohol is not allowed on the premises. Please read the full [alcohol policy](#).

INTERNSHIP RECRUITING CALENDAR 2019

AUGUST

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

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27	28	29	30	31		

NOVEMBER

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17	18	19	20	21	22	23
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DECEMBER

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

✕ Unavailable for event reservation

■ Available for event reservation

■ Student club events

■ Students off-Grounds

■ Darden-sponsored job treks

■ Internship interviews: full day

■ Internship interviews: 1:45 p.m. start

INTERNSHIP RECRUITING CALENDAR 2020

JANUARY

S	M	T	W	T	F	S
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FEBRUARY

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MARCH

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APRIL

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MAY

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24	25	26	27	28	29	30
31						

✕ Unavailable for event reservation

Available for event reservation

Student club events

Students off-Grounds

Darden-sponsored job treks

Internship interviews: full day

Internship interviews: 1:45 p.m. start

FULL-TIME RECRUITING CALENDAR 2019

AUGUST

S	M	T	W	T	F	S
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SEPTEMBER

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29	30					

OCTOBER

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NOVEMBER

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DECEMBER

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

✕ Unavailable for event reservation

■ Available for event reservation

■ Student club events

■ Students off-Grounds

■ Darden-sponsored job treks

■ Full-time interviews

FULL-TIME RECRUITING CALENDAR 2020

JANUARY

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH

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APRIL

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MAY

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

✕ Unavailable for event reservation

■ Available for event reservation

■ Student club events

■ Students off-Grounds

■ Darden-sponsored job treks

■ Full-time interviews



INTERVIEWS AT DARDEN

INTERVIEW COORDINATION AND SUPPORT

Darden will provide logistical support to first-round interviews only. Organizations planning to host second-round interviews on-Grounds are responsible for conducting their own scheduling and logistics beyond the first-round. Priority will be given to first-round interviews for interview space.

All companies must provide at least **one** alternate date for students and must be flexible with the student's previously committed first-round obligations and second-rounds cannot conflict with classes.

Darden has video conference capabilities and quiet space available for students to participate in video conference, web-based or phone interviews.

Continental breakfast and lunch provided to all interviewers.

INTERVIEW INVITATIONS

You may extend invitations to students who have applied for your job opportunity or who have been identified through our resume book, student clubs or personal contacts. Once you've chosen your preselects, a member of the employer engagement and recruiting team (EER) will notify students of their status. At that point, no invitations can be retracted. If you identify additional candidates to interview, please contact your designated EER contact.

INTERVIEW ALTERNATES

It is best to provide multiple, ranked alternate invitations for each interview schedule. If your preselected candidates do not accept your invitation, their slots will be filled by alternates you have selected.

BIDDING

At the start of every academic year, each student receives an equal number of bid points, which are used to compete for open slots on interview schedules. To provide equal opportunities and ensure that interested students are not overlooked, Darden requires that 25% of your schedule be open to our student bidding process. If you interview 10% (on average 33 students) or more of the class, the bidding requirement is waived.

REGIONAL OFFICES

Regional offices are not separate from these policies and are expected to follow the timelines set forth in this document.

INTERVIEWS AT DARDEN

WORK AUTHORIZATION

When recruiting on-Grounds or creating a job posting, the CDC needs information on work authorization requirements in order to ensure that students understand any constraints placed on positions.

GRADE DISCLOSURE

Darden's grading process does not incorporate a class ranking or GPA, nor will the school disclose grades (i.e. transcripts) to a third party.

REIMBURSEMENT FOR TRAVEL/INTERVIEWS

Typically, employers will reimburse students for travel-related expenses for second- and final-round interviews. Students are advised to divide expenses among recruiting companies when more than one company is visited during their trip.

INCLEMENT WEATHER POLICY

If the University of Virginia activates the inclement weather policy, it may impact the day's interview schedules. If your recruiters are able to travel to Darden, the CDC will make every effort to conduct interviews on that day.

EXTENDING OFFERS

Full-Time Offers (Second Year Students)

- Former summer interns are permitted to receive offers at any time.
- For non-interns: No employment interviews or job offers may be extended prior to the first day of on-Grounds recruiting, which is **30 September 2019**.
- All extended full-time offers will be given a deadline of **30 November 2019** or three weeks, whichever is later, to consider. Alternative dates can be determined if agreed upon by both parties (student and employer).

Internship Offers (First Year Students)

- No initial employer interviews or job offers, whether held on- or off-Grounds, may occur prior to **7 January 2020**.
- All extended internship offers will be given a deadline of **7 February 2020** or three weeks, whichever is later, to consider the offer. Alternative dates can be determined, if agreed upon by both parties (student and employer).

No interviews or offers are to be extended prior to 7 January 2020. Any offer extended and accepted will not be enforced in the event a student reneges. All students will be encouraged to participate in the January interview period in order to evaluate all potential opportunities.

INTERVIEWS AT DARDEN

TIMELINES

Timelines presented on the previous page do not preclude longer periods for considering an offer. The employer and student should keep an open line of communication during the interview process.

All students must receive an offer letter. The beginning of the offer period will coincide with the date of the offer letter. The offer letter must contain the company name, start and end date and job title.

Any offer extended prior to the first interview date specified on the previous page will not be held to our renege policy. These offers prohibit a student from evaluating all options and create an uneven playing field for on-Grounds recruiters. If an offer is extended prior to our specified dates, is accepted by the student and is later declined, the School will support the student's decision.

Prior to the summer internship recruiting period, students and companies that enter into contract made prior to the start of the MBA program do so at their own risk. The Darden School will not enforce recruiting policies on those arrangements. Once a student matriculates, no offers, including fellowship offers, may be made prior to **30 September 2019 (Full-Time) and 7 January 2020 (Internship)**.

EXPLODING OFFERS AND WITHDRAWING AN OFFER

Employers are not to apply undue pressure or unreasonable expectations related to accepting offers. Please note that students are being coached to provide standard answers to these situations and will engage the CDC when appropriate.

- Hypothetical interview questions (i.e. will you accept if we call at 5 p.m. today?)
- Exploding offers (i.e. offer is rescinded within a shortened timeframe if not accepted)
- Requiring students to respond to verbal (not written) offers
- Changes to offer terms

If an employer must withdraw an offer, contact the Director of Employer Engagement and Recruiting, Casey Floyd, immediately at +1-434-243-4400. This is a serious matter that can significantly harm an employer's reputation and subsequent ability to recruit students. If a student reneges on an acceptance of employment, contact the Assistant Dean of Career Development, Jeff McNish, at +1-434-297-7971. The Darden faculty and administration consider renegeing on an accepted offer unethical.

WHEN POLICIES ARE NOT HONORED

NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS

Our policies were developed using the National Association of Colleges and Employers' (NACE) Principles for Professional Practice. These policies aim to provide a fair recruiting process for all students, faculty and recruiters, balance students' and recruiters' needs and honor the significant commitment of employers making offers to our students.

Any disclosure of student information outside of the educational institution will be with prior consent of the student unless health and/or safety considerations necessitate the dissemination of such information. Any company that recruits at Darden must follow these policies. Please share them with anyone at your company who is involved in the recruiting process. Read the full list of [NACE's principles](#).

Darden School students are permitted to report non-compliance of recruiting policies. CDC staff will then investigate the matter and communicate directly with the employer. In the case that a matter is not resolved, any of the following corrective actions may be taken based on severity of offense or repeated offenses:

- Communication from the school to the senior management of the company, informing them of the policy infraction
- Inclusion for up to three years on student-facing website of Employer Recruiting Violations, describing the infraction
- Giving less priority to company's recruiting dates globally vs. competitors in the following year
- Restriction of the company's access to students which may include: panel/industry discussions, corporate presentations, club events, or other recruiting activities
- Exclusion of the company from on-Grounds recruiting activities

NONDISCRIMINATION AND DISCRIMINATORY HARASSMENT

The University of Virginia (UVA) is committed to providing a working and learning environment free from unlawful discrimination and harassment. Review [UVA's Policy on Discriminatory Harassment](#).

SEXUAL HARASSMENT

We are committed to providing our students with a safe recruiting environment. The CDC strictly prohibits any acts of sexual harassment and takes reports of such behaviors very seriously. Any reported incident of sexual harassment will revoke on-Grounds recruiting privileges immediately.

WAYS TO ENGAGE AT DARDEN

COMPANY INFORMATION SESSIONS (BRIEFINGS)

Briefings are formal, 45-minute presentations and Q&As to network with students, communicate company culture and market opportunities. Scheduled when First Years are not in class.

Target Audience: First Years

OFFICE HOURS OR COFFEE CHATS

These events are less formal opportunities to connect company representatives and two to four students. Office hours or coffee chats can be drop-in or sign-up format. Held in public, reserved spaces in which students can come and go during a designated time slot.

Target Audience: First Years, Second Years, Executive MBAs

NETWORKING RECEPTIONS

A targeted event for companies interested in networking with students in a casual setting and in PepsiCo Forum. Drinks, appetizers, high-top tables and signs provided.

Target Audience: First Years, Second Years, Executive MBAs

Cost: \$500

CAREER FAIRS

A great branding opportunity for companies early in the recruiting season! These events allow students to get to know organizations before diving-deep over the course of the fall.

Date: 12–13 September 2019 and 3–4 April 2020

Target Audience: First Years, Second Years, Executive MBAs

Cost: \$500

SECOND YEAR LUNCH AND LEARNS

Engage with Second Years in smaller settings to discuss full-time opportunities with students, network and engage prior to Second Year interviews. Lunches are one-and-a-half hours. Sign-ups made available and student attendee lists provided in advance.

Target Audience: Second Years, Executive MBAs

Cost: At cost, based on number of attendees

WAYS TO ENGAGE AT DARDEN

VIRTUAL RECRUITING

Virtual information sessions, coffee chats and interviews can be coordinated using our state of the art media-enabled interview rooms or classrooms. Scheduled based on request.

INVITE-ONLY EVENTS

Off-site event coordinated and managed by the company based on an approved date given by the CDC.

STUDENT CLUB EVENTS

Darden has a number of influential student clubs. To plan an event with a club, contact the EER team to vet your date and ensure that there are no scheduling conflicts for an optimal attendance rate. If you engage with a student club, you are considered an on-Grounds recruiting company and therefore all policies in this guide apply.

WORKSHOPS

Workshops provide companies an educational opportunity to deliver specific content to students about their business. Workshop discussions are topic-based and limited to two hours. Longer than two hours will require approval from the CDC. Students sign up in advance and list accessible to employers via DCL.

Target Audience: First Years, Second Years, Executive MBAs

CASE COMPETITIONS

During case competitions, student participants strive to develop the best solution to a business- or education-related case study within an allocated time frame. Results in the awarding of scholarships, internship and/or interview prizes, etc. Case competitions taking place at Darden will go through application process facilitated by the EER team.

Target Audience: First Years, Second Years, Executive MBAs

CONTACT US

Planning and scheduling of recruiting events will be in partnership with a member of the Employer Engagement & Recruiting team to support implementation, success and scheduling. Request a recruiting reservation packet today!



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**RECRUITERS AND
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