



HBS Coordinated Interviews

All HBS Coordinated Interviews must be requested via [Career Hub](#).

Interview Terms & Definitions:

Closed Slots (75% of slots) – filled from a pre-selected list of candidates and alternates provided by the company.

Open Slots (25% of slots) – filled through a bid process where students allocate bid points in order to “win” slots. Remaining open slots are filled on a first-come first-served basis to any interested students.

Back-to-Back Schedules – allow a student to have two consecutive interviews, with two different recruiters from your firm.

- You must request an *even number of schedules* in order to facilitate the back-to-back format
- The # of schedules requested = number of recruiters you will be sending = # of rooms needed

Schedule Freeze Date – finalized interview schedule and resume bundles are available to companies. Any changes to the schedule after this date must be done directly between the company and students.

Interview Schedules:

For HBS Coordinated Interviews, all schedules must represent a ratio of 75% closed / 25% open slots.

30 Minute Interviews

# Schedules / # Rooms	Total Students Interviewed	Closed Slots (75%)	Open Slots (25%)
1	12	9	3
2	24	18	6

30 Minute BACK-TO-BACK Interviews

# Schedules / # Rooms	Total Students Interviewed	Closed Slots (75%)	Open Slots (25%)
2	12	9	3
4	24	18	6

45 Minute Interviews

# Schedules / # Rooms	Total Students Interviewed	Closed Slots (75%)	Open Slots (25%)
1	8	6	2
2	16	12	4

45 Minute BACK-TO-BACK Interviews

# Schedules / # Rooms	Total Students Interviewed	Closed Slots (75%)	Open Slots (25%)
2	8	6	2
4	16	12	4

60 Minute Interviews

# Schedules / # Rooms	Total Students Interviewed	Closed Slots (75%)	Open Slots (25%)
1	6	5	1
2	12	9	3

60 Minute BACK-TO-BACK Interviews

# Schedules / # Rooms	Total Students Interviewed	Closed Slots (75%)	Open Slots (25%)
2	6	5	1
4	12	9	3

(See [Interview Slot Reference](#) for full breakdown of slots)

Key Dates & Deadlines:

Interview Date		Jobs Visible to Students	Resume Deadline*	Closed List Deadline*	Schedule Freeze Date*	Interview Start Time
Dedicated Interview Period	Oct 22	Aug 24	Oct 2	Oct 10	Oct 17	9:00 AM
	Oct 23	Aug 24	Oct 2	Oct 10	Oct 18	9:00 AM
	Oct 24	Aug 24	Oct 2	Oct 10	Oct 19	9:00 AM
	Oct 25	Aug 24	Oct 2	Oct 10	Oct 22	9:00 AM
Nov 5		Aug 24	Oct 18	Oct 26	Oct 31	1:00 PM
Nov 7		Aug 24	Oct 18	Oct 26	Oct 31	1:00 PM
Feb 4		Aug 24	Jan 22	Jan 25	Jan 30	1:00 PM
Feb 6		Aug 24	Jan 22	Jan 25	Jan 30	1:00 PM

*Note: all deadlines are **5PM ET**

Location:

Dedicated Interview Period (Oct. 22 – 25) interviews are held at the [Doubletree Guest Suites](#)

November and February Interviews are held on the [HBS Campus](#) in the Spangler Building

Resume Books

Key Dates & Deadlines:

Early July – Resume books may be ordered through [Career Hub](#)

August 28 – Class of 2013 Resume Books and Club Resume Books are available

Off-Campus Interviews

Job Descriptions:

Companies holding off-campus interviews should post their job postings through [Career Hub](#). You can post your positions at any time; however the earliest they will be visible to students is **August 24, 2012**.

Key Dates & Deadlines:

August 1 – Off-Campus interviews for 2nd year students may begin

September 14 – the earliest resume deadline for postings through Career Hub

October 22-25 – Dedicated Interview Period. Off-Campus interviews during this week must be held in the Boston area and need to be requested through an [Off-Campus Interview Request Form](#).

Locations:

Companies typically hold off-campus interviews at a [local hotel](#) or in their Boston office. The most common hotels for interviews are:

[The Charles Hotel](#)

One Bennett Street
Cambridge, MA 02138
Tel: 617-864-1200

[The Doubletree Guest Suites](#)

400 Soldiers Field Road
Boston, MA 02134
Tel: 617-783-0090

Second Round Interviews

Key Policies & Dates:

- During the Dedicated Interview Period, second round interviews must take place in the Boston area.
- Companies must provide students with at least **two date options** for second round interviews, that don't conflict with class time.
- Students may not miss class for interviews or recruiting-related travel. Therefore, we suggest holding interviews on Open Days, when students do not have class. Open days for this year are:

Fall Semester	Spring Semester
September 17, 26	February 1, 15, 18 (President's Day)
October 8 (Columbus Day), 12, 19, 26	March 4, 18-22 (spring break)
November 2, 9, 12 (Veteran's Day)	April 5, 12, 15 (Patriot's Day)

Offers

Key Dates & Deadlines

August 1 – earliest date full-time offers may be extended

November 15 – Full-time offers to previous employees or summer interns must be held open until this date

January 11 – earliest offer decision deadline allowable for full-time offers

August 2012

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Earliest Date to Extend Full-time Offers	2	3 Other Event Requests Due
6	7	8	9	10 Job Descriptions Due for HBS Coordinated Interviews
13	14	15	16	17
20	21	22	23	24 Job Postings Visible
27	28 Class of 2013 Resume Books Available	29	30	31

September 2012

Monday	Tuesday	Wednesday	Thursday	Friday
3 Labor Day	4 First Day of Classes	5	6	7
10 Off-Campus Presentations Begin Office Hours Begin "Other Events" Begin	11	12	13	14 Earliest Resume Deadline for Career Hub Postings
17 OPEN DAY	18	19 NETWORKING NIGHT	20	21
24	25	26 OPEN DAY	27	28

October 2012

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 5:00 PM: Resume Deadline for Dedicated Interview Period	3	4	5
8 Columbus Day (no classes)	9	10 5:00 PM: Closed Lists Due for Dedicated Interview Period	11	12 OPEN DAY
15	16	17 5:00 PM: Schedule Freeze Date for 10/22 Interviews	18 5:00 PM: Schedule Freeze Date for 10/23 Interviews 5:00 PM: Resume Deadline for 11/5 & 11/7 Interviews	19 OPEN DAY 5:00 PM: Schedule Freeze Date for 10/24 Interviews
22 5:00 PM: Schedule Freeze Date for 10/25 Interviews	23	24	25	26 OPEN DAY 5:00 PM: Closed Lists Due for 11/5 & 11/7 Interviews
2 ND YEAR DEDICATED INTERVIEW PERIOD				
29	30	31 5:00 PM: Schedule Freeze Date for 11/5 & 11/7 Interviews		

November 2012

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 OPEN DAY
5 HBS COORDINATED INTERVIEWS (1pm Start Time)	6	7 HBS COORDINATED INTERVIEWS (1pm Start Time)	8	9 OPEN DAY
12 Veteran's Day (no classes)	13	14	15 Summer Offer Decision Deadline	16
19	20	21	22	23
		Thanksgiving Break		
26	27	28	29	30

For questions, contact Harvard Business School MBA Career & Professional Development
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