



**Tuck School of Business
at Dartmouth**

Recruiting @ Tuck General Information

Successful recruiting is a joint enterprise. Tuck's Career Development Office is committed to your success, and we are ready to help you plan your course of action.

To ensure that your experience at Tuck goes smoothly, we have put together this guide to help with next steps. In this document you will find information to supplement your on-campus recruiting efforts, including:

- [Academic Calendar 2008-09](#)
- [Job-Offer Response Time Policy](#)
- [Career Development Office Recruiting Ethics](#)
- [International Students Work Authorization Procedures](#)
- [Résumé Database Ordering](#)

If you have questions about on-campus recruiting, please feel free to contact:

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For more information (including downloads) about on-campus recruiting, visit our [Recruiting @ Tuck](http://www.tuck.dartmouth.edu/recruiting) website (www.tuck.dartmouth.edu/recruiting).

Academic Calendar 2008-09

Fall Term 2008

Week 1 Pre-Term Program Registration	Sunday, August 10
Week 1 Pre-Term Programs	Monday, August 11 through Saturday, August 16
Week 2 Pre-Term Program Registration	Saturday, August 16
Week 2 Pre-Term Programs	Monday, August 18 through Saturday, August 23
First-Year Registration	Saturday, August 23
First-Year Orientation	Saturday, August 23 through Friday, August 29
First-Year Term A Classes Begin	Tuesday, September 2
Second-Year Classes Begin	Monday, September 15
Second-Year Reorientation	Wednesday, September 17
Second-Year Special Day of Classes	Friday, September 19
Second-Year Break (no classes)	Monday, October 20 through Friday, October 24
First-Year Term A Exams	To conclude on or before Wednesday, October 22
First-Year Term B Classes Begin	Monday, October 27
Second-Year Classes End	Thursday, November 20
Second-Year Examinations	Friday, November 21; Monday, November 24; and Tuesday, November 25
Thanksgiving Recess	Wednesday, November 26 – Sunday, November 30
Second-Year Mini Term Classes	Tuesday, December 2 – Friday, December 19
First-Year Term B Exams	To conclude on or before Wednesday, December 17

(Academic Calendar Continued)

Winter Term 2009

First-Year Recruiting Kickoff	Monday, January 5
Classes Begin	Tuesday, January 6
Special Day of Classes (All students)	Friday, January 9
Martin Luther King, Jr. Day (No Classes)	Monday, January 19
Special Day of Classes (All students)	Friday, January 23
Classes End	Thursday, March 5
First- and Second-Year Examinations	To conclude on or before Wednesday, March 11

Spring Term 2009

Classes Begin	Tuesday, March 24
Special Day of Classes (All students)	Friday, March 27
Classes End	Thursday, May 21
First-Year Examinations	Friday, May 22; Saturday, May 23
Memorial Day	Monday, May 25
First-Year Project Presentations	Tuesday, May 26 – Friday, May 29
Second-Year Examinations	To conclude on or before Wednesday, May 27
Investiture	Saturday, June 13
Commencement	Sunday, June 14

Job-Offer Response Time Policy

Tuck's policy on job-offer response time is based on the combined needs of recruiters and students, and is similar to policies held by other MBA programs.

Second-year students: Companies must allow second-year students at least three weeks to respond to a job offer or until January 9, 2009, whichever is later. If the student interned with the company the previous summer, the offer must remain open until December 5, 2008.

First-year students: Companies must allow first-year students at least one week from the date of the job offer or until February 20, 2009, whichever is later, to respond, so that students will have sufficient time to explore the opportunities available through the on-campus recruiting process.

If you have questions, please contact Tuck's Career Development Office at 603-646-2461 or tuck.cdo@dartmouth.edu.

Career Development Office Recruiting Ethics

Firms recruiting at Tuck and students participating in the recruiting process are expected to be aware of, and adhere to, the following guidelines.

- The Tuck School maintains a strict academic policy that does not condone any activity causing students to miss class or compromise their studies during the recruiting process.
- Recruiters may invite candidates to events as long as the students' academic priorities are honored.
- The Tuck School has adopted a policy banning the use of laptops for non-class-related uses, including email while students are in class.
- Students will not contact any recruiter outside normal business hours or at home at any time unless instructed to do so by the recruiter. Furthermore, no recruiter should see a student during on-campus interviews without a scheduled appointment or without specific approval by the Career Development Office.
- All interview questions must be job-related in accordance with the 1964 Civil Rights Act, the Americans with Disabilities Act, and the anti-discrimination policies of this institution.
- All first-round interviews occurring in the Hanover area must be coordinated by the Career Development Office and take place on the Tuck campus, unless otherwise arranged with the CDO.
- Both written and oral material presented by candidates and recruiters should be an honest statement of relevant data.
- Students are expected to appear for all scheduled interviews. If the need to withdraw from an interview arises due to family emergency, illness, or receipt of another offer, the candidate should contact the CDO as early as possible to allow a classmate to take the vacant interview slot.
- Interviews should not extend past the scheduled time. It is unfair for a student or interviewer to lengthen that time and jeopardize the chances of a later candidate.
- An invitation to visit an employer's premises should be acknowledged promptly by the candidate and should be accepted only when there is a sincere interest in a position with that employer. Arrangements should be made sufficiently in advance to permit mutual confirmation of dates.
- Reimbursement for visits at an employer's expense should be only for those expenditures pertinent to the trip. If a candidate visits several employers on the same trip, the cost should be prorated.
- Employment offers must be received in good faith and with sincere intention to honor the commitment. Therefore, candidates are prohibited from conducting interviews with additional firms once an offer has been accepted.
- If candidates have legitimate reasons for the extended consideration of more than one offer, they should not only notify employers whose offers they are declining, but also communicate with employers under consideration to attempt to establish mutually satisfactory decision dates. Candidates should make their final choice at the earliest possible date.
- Companies must allow second-year students at least three weeks to respond to a job offer or until January 9, 2009, whichever is later. If the student interned with the company the previous summer, the offer must remain open until December 5, 2008. Companies must allow first-year students at least one week to respond to a job offer or until February 20, 2009, whichever comes later.

International Students Work Authorization Procedures

More than 30% of Tuck's student body is international. These talented individuals bring specialized skill sets to firms that have recognized the value of their unique backgrounds. Tuck strives to make the process of hiring these students as convenient as possible by assisting with various visa documentation requirements and immigration advising before they report to work. Here are some answers to commonly asked questions about hiring these students.

How do I hire a summer intern or a short-term employee?

International students at Tuck typically hold the F-1 (foreign student) visa which qualifies them for Curricular Practical Training (CPT) during their first summer vacation period, and 12 months of Post-Completion Optional Practical Training (OPT) work authorization after graduation. Students who possess J-1 visas qualify for up to 18 months of Academic Training (AT) work authorization. The necessary work authorization can be obtained prior to a summer internship (CPT) or prior to completion of their Tuck MBA program in their second year and it must relate to their course of study.

Do I have to complete any paperwork for CPT, OPT or AT?

No, you need not concern yourself with paperwork for F-1 or J-1 students since the necessary work authorization formalities are completed by Dartmouth's International Office.

What about long-term employment?

Beyond a student's post-completion OPT or AT, a different type of visa is required. The most common temporary worker visa, known as the H-1B, can be obtained for up to six years. The H-1B application process generally takes a few months to complete and has become more restricted as a result of new nationwide quota limitations (known as the H-1B cap). However, Tuck students have a distinct advantage in that additional H-1B allotments have been made available to non-U.S. citizens who hold Masters and PhD degrees from U.S. institutions. It is advisable to consider seeking legal advice to secure and strategize the very precise and detailed H-1B application process.

Do students need a green card?

No. A green card, or immigrant visa classification, confers permanent residency status. Many international students wish to return to their home countries during the course of their careers, therefore a *non-immigrant visa will often suffice for up to seven years*. To further discuss the regulations related to student visas, or to verify the employment eligibility of a Tuck School graduate, please contact Kenneth Reade in the Dartmouth International Office (www.dartmouth.edu/~intl) at 44 North College Street, Suite 6202, Hanover, NH 03755 or at 603-646-3474.

Employers are under no obligation as far as the USCIS or Department of Labor is concerned to offer employment to U.S. Citizens or Permanent Residents first. Your obligation is to offer work that meets criteria for practical training or temporary worker status.

Résumé Database Ordering

The Tuck résumé database is an online collection of résumés designed to help you easily locate the best candidates for your organization's needs. Résumés are searchable by student interest and background, and the system allows for easy email forwarding of résumé batches and direct communication with selected candidates.

- The résumé database for the class of 2009 (graduating students) will be available on August 22, 2008.
- The résumé database for the class of 2010 (first-year students) will be available on October 10, 2008.

To reserve a copy of the résumé database, please visit the Résumé Database page of our Recruiting @ Tuck website (http://www.tuck.dartmouth.edu/recruiting/recruiter_services/resume_database.html).

The cost for web access for both first-and second-year classes is \$400.

Please note: Use of Tuck's résumé database is for the exclusive purpose of MBA recruiting at your firm. Any other use or dissemination of student contact information outside your firm is in violation of the agreement implicit with the Tuck School of Business by the use of the database.

If you have questions about ordering or using Tuck's résumé database, please contact Stacie Marshall in the Career Development Office at 603-646-3186 or stacie.marshall@dartmouth.edu.