



**Tulane
University**

FREEMAN SCHOOL OF BUSINESS

**2004 - 2005
Guide for Recruiters**

Welcome to the Career Management Center! We are pleased that you are considering the Freeman School of Business in your recruiting plans. Our graduates are among the brightest and best-prepared future business leaders in the world.

In addition to being established in traditional management principles, Freeman School graduates reflect our emphasis on active participation and effective interaction --

the human elements necessary for successful team building in a corporate environment. A special focus of our curricula is to develop students with the knowledge and the sensitivity to view business issues from a global perspective. Our culturally diverse student population assures that classes are not just academic, but real-world laboratories -- microcosms of today's business world.

The Career Management Center provides personalized attention to students and recruiters. Our staff explores career options with students and provides the resources which help define their career objectives. We then work closely with employers in order to provide them with the information and facilities needed to assist in identifying candidates for both full-time and summer employment. Our objective is to help employers gain a better understanding of our university, our programs, and our students.

The Career Management Center welcomes the opportunity to work closely with you in developing a personalized plan to maximize your recruiting efforts. If you have any questions about the information covered in this guidebook, please let us know.

Sincerely,

The Career Management Center

RECRUITING OPTIONS FOR EMPLOYERS

On-Campus Recruiting

The Career Management Center coordinates recruiting visits that best accommodate your company's scheduling needs and interviewing procedures. Campus visits can be arranged in both the fall and spring semesters. The recruiting process begins with the scheduling of a designated campus visit date and submission of a detailed position description. Once this information is received, it is advertised to all students through eRecruiting, our customized, web-based scheduling program.

Using the on-campus recruiting program is advantageous because it:

- Offers flexibility and customization to employers, specifically with the scheduling of recruiting arrangements and time preferences
- Hosts private interviewing suites designed to host on-campus recruiting
- Allows your recruiter the chance to meet with staff and faculty familiar with student candidates and the opportunity to see Freeman's programs first hand
- Provides one-on-one coordination between the recruiting coordinator and your company's contact person to schedule visit dates, coordinate the student selection process, and arrange the interview schedules

Resume Books

The Career Management Center provides electronic resume books for the academic year. These electronic books break down all Freeman students into: Degree Category, Concentration, Graduation Date, and Student Organization Affiliations to give companies an accurate profile of the Freeman School's talent pool. (Student Organizations are listed on page 9). Companies may use the books to pre-select candidates for on-campus interviews or to contact students for specific employment opportunities as they become available.

To receive an electronic resume book please call the Career Management Center at 504-865-5417.

Resume Referrals

The center will publish targeted books for companies that wish to receive only those candidates that fit a particular discipline or profile. By using this service, employers are able to target those candidates whose backgrounds best match position requirements. You may elect to have candidates contact you directly or decide to host an on-campus-recruiting visit.

Job Postings

Employers that wish to advertise job openings for both full-time and summer internship positions are invited to contact the Career Management Center directly.

Internships

Internships provide students with practical, hands-on training and experience in today's corporate environment. An internship is an excellent way for a company to become familiar with a Freeman student and gain potential employment prospects for its organization. Internships can be coordinated to accommodate the student's schedule during the academic year or during the summer months. A company recruits for an internship in the same manner as described above for a full-time job.

ON-CAMPUS RECRUITING PROCESS

Interview date(s). Recruiting for full-time positions starts in early September after classes begin and continues through the fall semester. Summer internship recruiting is typically scheduled during the spring semester, while interviews for project work and semester internships can be set throughout the year. To schedule your on-campus recruiting visit and/or company presentation, contact the Career Management Center. Please remember that space is limited and rooms should be reserved well in advance of your desired interview date.

Job description. Submit a complete job description to the Career Management Center for each of the positions for which you will be interviewing. The job description will be posted for students to review; interested students will respond through our on-line recruiting system. Additional company literature can be mailed to the CMC for distribution.

Resume Bundles. An electronic packet of resumes from interested students will be sent to you for review approximately three weeks prior to your interview date. Employers use these bundles to become familiar with the students and select resumes of those they wish to interview. You may want to consider alternates to your selections. For on-campus recruitment, you can contact the CMC directly with your pre-selected candidates so that we can arrange a final interview schedule for your visit.

Recruiter's packet. A recruiter packet, available upon your arrival, includes final interview schedules, resumes, feedback forms, and a Company Satisfaction Survey.

Evaluation Forms. At the close of day, we would very much like feedback on candidate performance. In addition, you will receive an evaluation form about our services. This is for you to complete at your convenience and return to our Associate Dean. Your responses are very important to our organization, as we strive to provide a high level of service to all visiting companies.

INTERVIEW DAY AT FREEMAN

Interviews

Interviews are held in the Freeman School of Business' Goldring-Woldenberg Hall. Typically, they begin at 8:30 AM. You will want to make plans to arrive 30 minutes prior to your first interview to meet with the recruiting coordinator, who will escort you to the interview suites.

Schedule

A standard schedule of thirteen 30-minute interviews will begin at 8:30 am and end at 4:45 pm with two 15-minute breaks. One hour and fifteen minutes is set aside for lunch. You may also elect to have a schedule of nine 45-minute interviews or seven one-hour interviews. Variations to the schedule are available to meet your needs.

Lunch

Luncheon opportunities are available for interviewers to dine with a Career Management staffer and faculty member. This informal meeting provides a valuable opportunity for our staff and faculty to learn more about the company's needs and the types of students it is seeking. Arrangements may be made in advance of your visit.

Services

Phone and fax services are available for recruiters in the Career Management Center. In the event that a company needs to contact a recruiter during the day of the interviews, phone messages may be directed to the CMC.

Wrap-up

At the completion of interviews, we would like to meet with you to discuss the events of the day and the performance of the students. At that time, you will also receive an evaluation form to provide feedback on our services. Your responses are very important to our organization, as we strive to provide a high level of service to all visiting companies.

The following interview schedule is most commonly used:

Thirty-minute Interviews Thirteen Candidates

8:00a.m.	Check-In
8:30a.m.	Interview
9:00a.m.	Interview
9:30a.m.	Interview
10:00a.m.	Break
10:15a.m.	Interview
10:45a.m.	Interview
11:15a.m.	Interview
11:45a.m.	Lunch
1:00p.m.	Interview
1:30p.m.	Interview
2:00p.m.	Interview
2:30p.m.	Break
2:45p.m.	Interview
3:15p.m.	Interview
3:45p.m.	Interview
4:15p.m.	Interview

PLANNING YOUR VISIT

Airport

Freeman School of Business is located 30 minutes from Louis Armstrong International Airport (MSY). Allow for extra travel time for early morning arrivals and afternoon departures due to traffic to and from the airport.

Taxi Service

Taxi Service is available from the airport to downtown or the University for a flat rate fee of \$28. Also, Taxi service may be arranged for employers at the end of the interview day by our office staff.

Hotels

As one of the most popular convention and tourist destinations in America, New Orleans has a wide variety of both quaint and large hotel accommodations. It is imperative that hotel reservations be made well in advance, particularly for those planning to visit during February and April; Mardi Gras and the New Orleans Jazz and Heritage Festival are held during this period.

Uptown/Near University:

Columns Hotel (504) 899-9308
Garden District Hotel (504)
Hampton Inn (504) 899-9990
Pontchartrain Hotel (504) 524-0581

Downtown/French Quarter:

Doubletree Hotel Orleans (504) 581-1300
Hilton New Orleans Riverside (504) 561-0500
Hyatt Regency (504) 561-1234
Marriott (504) 581-1000
Omni Royal (504) 529-5333

Restaurants & Entertainment:

New Orleans is frequently cited as having the best restaurants in America. Cajun, Creole, seafood ... our world's your oyster.

If you want to explore restaurant selections or learn about music and events in the city during your visit, the online *Gambit Weekly* is a great resource:

WWW.GAMBIT-NO.COM

Restaurant Recommendations:

Uptown/Near University:

Clancy's (504) 895-1111
Commander's Palace (504-) 899-8221
Kelsey's (504) 897-6722
La Crepe Nanou (504)899-2670

Downtown

Bayona (504) 525-4455
Brennan's (504) 525-9711
Emeril's 504-528-9393
Palace Café (504)523-1661

Parking

Parking on-campus is extremely limited and requires a permit. Notify our recruiting coordinator if you will be needing a parking permit so we may make arrangements. Parking meters are also available across the street from the Freeman School of Business for short visits.

Telephone Calls

Recruiters may receive phone calls in the CMC during our regular business hours (8:30-5). Our main office number is (504) 865-5417.

Fax Transmittals

Recruiters may receive faxes in the CMC at (504) 862-8954.

TIPS FOR A SUCCESSFUL VISIT

Build and maintain a relationship with the Freeman School

The Career Management Center will be happy to visit your company or host a visit to our campus upon request.

We are always interested in serving as a liaison between corporate and university projects, educational opportunities, and professional panels.

Provide the Career Management Center with a thorough job description

Job descriptions enable students to pre-screen themselves and simplify your selection process. Students who sign-up should have a strong understanding of the open position. Feel free to work with the CMC to discuss best practices for writing descriptions of positions.

Include citizenship requirements

Our international students represent some of the nation's best candidates for opportunities. They may need to know how their background will play a part in your selection process. International students offer a unique set of skills, such as foreign language ability and knowledge of international business practices.

Hold an Information Session / Reception

These sessions are an excellent way to convey to students a sense of your company culture and that which differentiates you from the competition. The attendance of a variety of employees – from recruiters to upper management - gives students the opportunity have an informal discussion with a wide range of company representatives.

Minimize last minute changes or planning

We recommend setting interview dates as soon as possible. Some students schedule multiple interviews in a day and may be unable to change and still meet their class schedules. Opportunities with only a brief period of time between the closing of the position and interviewing candidates should be scheduled by working with the Career Management Center.

Assign a Point of Contact

We suggest having one single recruiter correspond with the Career Management Center. With many divisions of your company recruiting on campus, this approach limits confusion. If different divisions are interviewing, you may consider holding a combined presentation to reach the widest variety of students and backgrounds. A student may become interested in a field he or she has not considered previously.

Directions to Campus / Parking

Parking On Campus

For all events, please note that parking on campus requires a pass or use of a paid meter. Companies should notify the Career Management Center in advance of the number of car passes required. A staff member will meet the visitor in front of the Goldring-Woldenberg I Building upon arrival.

Driving From the West

Interstate 10 (I-10) East to the Carrollton Avenue Exit (Exit Right or South)

Carrollton Avenue South to St. Charles Avenue (Turn Left)

St. Charles Avenue (East), passing in front of the University, to Palmer Avenue (Turn Left or North)

Palmer Avenue (through a residential area) to Freret Street (Turn Left)

Freret Street (West) to McAlister Drive (Turn Right) The Freeman School is located in Goldring/Woldenberg Hall, the second building on the right. Parking meters are available on McAlister Drive across from the Freeman School.

Driving From the East

Interstate 10 (I-10) West to the S. Claiborne Avenue Exit

Continue West on Claiborne for approximately 2 miles to Nashville (Turn Left or South)

Nashville to Freret Street (Turn Right or West)

Freret Street (West) to McAlister Drive (Turn Right)

McAlister proceeds North through Tulane's campus The Freeman School is located in Goldring/Woldenberg Hall, the second building on the right. Parking meters are available on McAlister Drive across from the Freeman School.

Driving From Downtown New Orleans

St. Charles Avenue (West), through the Garden District to State Street

Right on State Street to Freret Street (Turn Left)

Freret Street (West) to McAlister Drive (Turn Right) The Freeman School is located in Goldring/Woldenberg Hall, the second building on the right. Parking meters are available on McAlister Drive across from the Freeman School.



ACADEMIC & RECRUITING CALENDAR

2004 - 2005

FALL SEMESTER

Classes Begin	August 25
Labor Day Holiday	September 6
On-Campus Recruiting Begins	September 8
National Black MBA Conference	September 14-19
Rosh Hashanah	September 15-16
Gumbo Gathering	September 17
Yom Kippur	September 24-25
Freeman Days New York	September 30-October 1
National Society of Hispanic MBA	October 21-23
Global MBA / Masters Employment Conference	November 4-6
Atlanta MBA Consortium	November 11-12
Thanksgiving Holiday	November 24-28
Freeman Days Houston	November 18-19
Final Exams	December 7-17
Winter Holiday	December 24– January 1

SPRING SEMESTER

Classes Begin	January 10
On-Campus Recruiting Begins	January 15
Martin Luther King Holiday	January 17
Mardi Gras Job Fair	January 26-27
Mardi Gras	February 7-8
Spring Break	March 20-27
Good Friday	March 25
Easter	March 27
Final Exams	May 3-13
Commencement	May 21
Los Angeles MBA Consortium	TBA

ACADEMIC PROGRAMS

Bachelor of Science in Management

Students spend two years establishing a basis of liberal arts and sciences in Tulane College or Newcomb College. In junior year, they transfer to the Freeman School of Business with an opportunity to focus on accounting, marketing, information systems, finance, management, business, and legal studies in business. Students work interactively on projects during junior year and concentrate on major courses as seniors.

Master of Business Administration

MBA students can choose to concentrate in management, finance, information systems management, or marketing with supporting concentrations in accounting, international management, and organizational behavior. This selection enables the Freeman student to develop a broad set of business skills. Career tracks focus the academic content of the MBA program around specific industries, utilizing projects, cases, and internships.

Master of Finance

Freeman's Master of Finance is a specialized one-year program designed for those with limited work experience who are ready to focus and advance in finance. The program consists of course work in finance, accounting, economics, and econometrics. The Master of Finance is intended for students that have a strong quantitative background and who aspire to either a career or doctoral study in this field.

Master of Accounting

Five years of formal training is the emerging standard for education in professional accounting. The Master of Accounting program admits students with undergraduate business degrees or the equivalent from accredited schools. This one-year program custom-designs a curriculum for each student to ensure breadth in business and an appropriate specialization in accounting.

Professional MBA Program

Students who are employed full-time can obtain the MBA through a program of evening studies. The Professional MBA program begins with a one-credit Executive Perspectives module followed by 18 three-credit hour courses. Students are encouraged to complete the 55-credit-hour program in three years. The same faculty who teaches the full-time program teaches evening classes. Admission standards and procedures are identical to those of the full-time program.

Joint Degree Programs

The Freeman School, in conjunction with other divisions at Tulane, offers several joint-degree programs designed to combine the study of business with other individual interests. Candidates must receive admission to both schools and obtain approval from the Joint-Program Committee to pursue these programs.

- MBA/Juris Doctor
- MBA/Master of Public Health in Health Systems Management
- MBA/Master of Arts in Latin American Studies
- MBA/Master of Accounting
- Master of Accounting/Juris Doctor

STUDENT ORGANIZATIONS

Alpha Kappa Psi
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Visit our web site at <http://www.freeman.tulane.edu/cmc>