The Olin Business School mission is to “create knowledge, inspire individuals and transform business,” a responsibility we take seriously and fully embrace. Our students are regarded as among the best in the world, and we are committed to preparing our students to enter the workforce with a competitive attitude, a high degree of integrity, a strong work ethic and leadership skills that exceed the standards of the best of organizations.

At Olin, we have developed a variety of co-curricular programs that provide insights into a wide range of professional and industry settings where our faculty and corporate partners are doing important work. By teaching the skills necessary to make informed decisions with greater confidence regarding their own career choices and pursuits, our students enter the workforce ready from day one. This is beneficial to the student and valuable to the organization, and it ensures the alignment of people with work that is meaningful, satisfying, and necessary.

We look forward to working with you. Please contact us to discuss ways we can connect you with our students seeking career and employment opportunities.

Mark Schlafly
Interim Director
Weston Career Center
The Weston Career Center team draws upon more than 350 years of collective experience in a wide range of industries to prepare Olin Business School students for success in today’s marketplace. Our interns and graduates have been successfully placed in a variety of field-related corporations, including premier accounting, consulting, finance, investment banking, health care, marketing, management, nonprofit, retail, supply chain, operations, sales, and marketing firms.

Our Mission

- Equip a diverse body of students with skills, knowledge, and resources that inspire confidence to achieve their career goals.
- Build long-term partnerships with employers to connect them with the talent that best meets their hiring needs.
- Deliver superior customer service and execute leading-edge solutions to achieve organizational excellence.
- Ensure your recruiting experience at Olin Business School is successful and comfortable.

8 Steps to Successful Recruiting

1. Discuss Recruitment Goals and Strategy with Your Account Manager
   - Invite us to your company or we can meet with you prior to your visit to help us understand and assess how best to support your specific short- and long-term recruiting needs. In turn, to help you get to know our students, we suggest you become involved in the many recruiting activities Olin offers.

2. Determine Method of Recruitment
   - Together, we’ll determine the most effective methods to source top-flight, targeted talent, connecting you with the best-qualified applicants using the recruiting strategy that best meets your needs.

On-Campus Recruiting
At Olin Business School, you’ll find state-of-the-art interviewing facilities with business concierge service, including wireless and desktop Internet, printer and copier access, free parking, refreshments throughout the day, and a complimentary lunch. Our staff will ensure that your day is smooth and productive, and goes according to schedule. The use of greeters is encouraged and tables are available on a first-come, first-served basis.

Testing
If space is available, we will schedule a room at the Career Center for employment-related testing. If a room for testing is desired, please contact your account manager prior to your scheduled interview day.
Participate in Brand-Building Events

Capitalize on ways to build your firm’s brand by connecting with faculty and participating in events hosted by student-led clubs. We offer a variety of brand-building opportunities for you to network with our faculty and students.

Recruiting Events Include:
• Meet the Firms
• Campus-Wide Career Fairs
• Information Sessions
• Talent Road Shows

Faculty Interaction
We encourage you to contact Olin faculty members in order to build relationships and gain insight into our programs and students. Our faculty members are keenly interested in the success of their students and often join recruiters for lunch. Faculty also welcome corporate participation in class lectures and research projects.

Student-Led Clubs
Our students eagerly seek corporate participation in events. Throughout the academic year, the Weston Career Center partners with student clubs to offer industry-specific and career search-focused workshops that prepare students for the real world. Visit Olin to share your market intelligence with a class or student club.

Résumé Books
Résumé books allow you to sort and screen our students across a range of characteristics. Résumé books are available for BSBA, Specialized Master’s, and MBA candidates.

Job Postings
Recruit online using CAREERlink for BSBA and Specialized Masters students and MBAFocus for MBA candidates. These password protected sites enable you to post positions, schedule on-campus interviews, request information sessions for students, and manage your recruiting activities for undergraduate and graduate students in Olin’s BSBA, MBA, and Specialized Master’s programs.

Graduate Organizations
- Business Management and Technology Club
- Entrepreneur and Venture Capital Association
- Graduate Business Student Association
- Greater China Club
- Healthcare & Life Sciences Club
- JD/MBA Association
- Korean Olin Students Association
- Net Impact
- Olin Branch Out
- Olin Business Development Association
- Olin Cares (MBA)
- Olin Diversity Council
- Olin Emerging Leaders Association
- Olin Energy Club
- Olin Entertainment and Media Association
- Olin Family Business Club
- Olin Finance Club
- Olin Global Business Association
- Olin India Club
- Olin Japan Association
- Olin Marketing Association
- Olin Strategy and Consulting Association
- Olin Veterans Association
- Olin Women in Business
- Quantitative Finance Club
- Real Estate Club
- Supply Chain and Operations

Undergraduate Organizations
- Alpha Kappa Psi
- Arch Consulting
- Beta Alpha Psi
- Delta Sigma Pi
- Do One Thing
- Female Association for Business
- International Business Association
- Korean Undergraduate Business Association
- National Black MBA Association
- Net Impact – Undergrad
- Olin Business Council
- Olin Peer Ambassadors
- Olin Sports Management Association
- Phi Gamma Nu
- Washington University Accounting Association
- Washington University Consulting Association
- Washington University Marketing Association
- Washington University Real Estate Club
- Washington University Student Investment Fund

ENGAGING OLIN AS YOUR RECRUITING PARTNER

OLIN BUSINESS SCHOOL | WASHINGTON UNIVERSITY IN ST. LOUIS

ENGAGING OLIN AS YOUR RECRUITING PARTNER
Schedule On-Campus Interview Date(s)

Take full advantage of fall and spring recruiting seasons in a way that best suits your needs. Our fall recruiting season begins in late September, and spring recruiting begins in late January. Interviews typically begin in the morning for a full schedule and run in increments of 30, 45, or 60 minutes.

Review Résumés

Post your positions online where interested students can apply electronically. You can review candidate résumés and consider the talent pool that can meet your needs and select students to interview.

Conduct Interviews

Assess and select students who best fit and meet your needs and position requirements. Contact your account manager by phone or email to confirm the addition to add students to your interview schedule. Interview schedules close two full business days before the interview date. Final schedules and directions will be emailed the day the schedule closes.

Extend Offers

Extend offers to selected students and continue the process of informing students of the benefits of your opportunities. Accepting an offer is an important commitment, and we want to ensure that the decision is the right decision for your company and our students. Please see the “Recruiting Guidelines and Policies” section for information on our policies regarding offers.

Plan Future Recruiting

Evaluate success from offers extended and lessons learned to create a strategic and tactical plan for the following season and academic year.

Recruiting from a Distance

Skype-enabled computers and videoconferencing are available to students 24/7 in the Weston Career Center Interview Suite. We encourage companies that are unable to interview on-campus, or who would like to increase their presence on campus, to consider utilizing the state-of-the-art technology services to interview and connect with students from a distance.

GLOBAL DIVERSITY

Tap into Olin students for global perspective, technical expertise, multilingual fluency, and cross-cultural savvy. More than 20 percent of Olin students are from outside the United States. Our international students are among the top scholars in their home countries and bring firsthand knowledge of global business practices and customs, as well as the management, communication, and analytical skills that you find in all Olin students. Our domestic students benefit from the infusion of diverse worldwide viewpoints, and international students gain insight into American business practices.

Hiring International Students

International students enrolled at Washington University generally hold an F-1 visa or J-1 visa. No paperwork is required for an employer who hires F-1 or J-1 students, except for the offer letter itself. All paperwork is handled by the students, the school, and the U.S. Citizenship and Immigration Services (USCIS). Also, there are no fees associated with hiring a student for Curricular, Academic, or Optional Practical Training.

Frequently Asked Questions

Is it illegal to hire international students because they do not have a green card?
No. Federal regulations permit the employment of international students on F-1 and J-1 visas within certain limits. These visas allow students to work in jobs related to their concentrations during their studies or after graduation for one to one-and-a-half years.

Do international students need work authorization before I can hire them?
International students must have work authorization before they begin actual employment, but not before they are offered employment. Many F-1 students will be in the process of obtaining work authorization while they are interviewing for employment. Students can give employers a reasonable estimate of when they expect to receive work authorization.

Even if it’s legal to hire international students, won’t it cost a lot of money and involve a lot of paperwork?
No. The only cost to the employer hiring international students is the time and effort to interview and select the best candidate for the job. The international student office handles the paperwork involved in securing the work authorization for F-1 and J-1 students. In fact, a company may save money by hiring international students because the majority of them are exempt from Social Security (FICA) and Medicare tax requirements.
The Weston Career Center staff is committed to making your recruiting experience at Olin successful and comfortable. We provide you with business concierge service, including wireless and desktop Internet, greeter’s tables, printer and copier access, and free parking. Refreshments are available throughout the day and a complimentary lunch is provided.

During your recruiting activities, we invite you to stay at the elegant Charles F. Knight Executive Education & Conference Center. Amenities include meeting and guest rooms, dining areas, and the business and fitness centers.

Recruit in comfort. For reservations, call toll-free at 866-933-9400 or email knightcenter@olin.wustl.edu.

The Knight Center is located next to Knight Hall and Bauer Hall on the north side of the Danforth Campus at Forest Park Parkway and Throop Drive, one block east of Big Bend Blvd.

**Area Hotels**

Chase Park Plaza Hotel
www.chaseparkplaza.com
877-587-2427

Seven Gables Inn
www.sevengablesinn.com
866-631-3409

Sheraton Clayton Plaza Hotel
www.sheratonclaytonhotel.com
800-325-3535

The Ritz-Carlton Hotel
314-863-6300

**Directions from the Airport**

Washington University is located less than 15 miles from Lambert–St. Louis International Airport.

**By Taxi:**
Cab fare is approximately $30 each way.
For reservations, call:
County Cab at (314) 991-5300
Yellow Cab at (314) 993-8294

**By Car:**
If you’re using a GPS, we’re at 38.649636, -90.310777. Drive time from the airport to the Washington University campus is about 30 minutes.

**Directions to Knight Hall and Bauer Hall, and Olin Business School Interview Suites**

Knight Hall and Bauer Hall are located on Washington University’s Danforth Campus, on the Forest Park Parkway side of campus.

**From I-70 (or Lambert International Airport):**
- Go south on I-170 to the Forest Park Parkway exit.
- Go east on Forest Park Parkway through Clayton.
- Turn right (south) onto Throop Drive.
- Turn left at the stop sign to pull into the circle drive in front of the Charles F. Knight Center (parking permits/hangtags provided at the front desk).
- Return to Throop Drive to enter Millbrook Parking Garage.
- You may park in any “yellow” parking permit spaces.
- The entrance to Knight Hall and Bauer Hall is past the entrance to the Knight Center on Throop Drive.
- The Weston Career Center Interview Suites are on the second floor in room BH 250.

**From I-64/40:**
- Take the exit for Big Bend and turn north.
- Turn right (east) on Forest Park Parkway.
- Turn right (south) onto Throop Drive.
- Turn left at the stop sign to pull into the circle drive in front of the Charles F. Knight Center (parking permits/hangtags provided at the front desk).
- Return to Throop Drive to enter Millbrook Parking Garage.
- You may park in any “yellow” parking permit spaces.
- The entrance to Knight Hall and Bauer Hall is past the entrance to the Knight Center on Throop Drive.
- The Weston Career Center Interview Suites are on the second floor in room BH 250.
Complimentary parking passes are available for both Millbrook Parking Garage directly in front of the Charles F. Knight Executive Education & Conference Center, Knight Hall, and Bauer Hall (yellow designated spaces only), and the underground parking garage located under the Danforth University Center just east of Simon Hall. If you park in the Millbrook Parking Garage, you will need to get a complimentary hangtag to hang on your rearview mirror from the Knight Center front desk prior to parking. The Weston Career Center is located in the new Knight Hall and Bauer Hall building immediately to the east of the Knight Center. The interview suites are located on the second level of Knight Hall and Bauer Hall, room BH 250.

If you are familiar with campus and prefer to park in the Danforth University Center underground parking garage, you may do so and walk across the green space to Knight Hall and Bauer Hall. You will come in on the third floor of Knight Hall and Bauer Hall. Go down one floor to BH 250.

"The investment Washington University and Olin Business School have made in the facilities sends a strong message to employers regarding the caliber of its candidates."

Recruiter, 2014

After Your Interviews

Your Weston Career Center employer relations team will follow up after your interviews to discuss your experience and outcomes. We ask that you complete a brief online evaluation questionnaire, which you will receive by email after your visit, so that we may assess the strengths of our programs.

Offer and Hiring Information

It is essential that Olin Business School receive offer and relevant employment data of newly hired students in a timely manner. Employers are asked to report all hiring data to each account manager or by email to wcc-director@olin.wustl.edu.
Founded in 1917, Olin’s size creates a personalized culture that aggressively promotes active participation and involvement – inside and outside the classroom. We get to know our students’ strengths and interests and we use this knowledge both to coach students in the right direction and help to make your search for the right hire more effective. We’re recognized for:

• World-renowned faculty and scholarly research
• Academic excellence
• Resources and the network of a world-class global university
• Critical thinking and applied learning
• Strategic partnerships at home and abroad

Partnerships
We partner with leading institutions around the globe, including:
• Brookings Center for Executive Education in Washington, D.C.
• Cass Business School in London
• Fundação Dom Cabral in Brazil
• Fudan University in Shanghai
• Hong Kong University of Science and Technology
• Indian Institute of Management in Ahmedabad
• Interdisciplinary Center (IDC) in Isr
• Lee Kong Chian School of Business in Singapore

Research Centers
Our faculty utilize analytical and empirical methods to address substantive questions and invigorate classroom instruction. Research centers include:
• Boeing Center for Technology and Information Management
• Center for Finance & Accounting Research
• Center for Research in Economics & Strategy
• Institute for Innovation & Growth

Applied Learning Centers
Our students apply their academic experiences to real-world business problems in a variety of programs offered through the following centers:
• Center for Experiential Learning
• Skandalaris Center for Entrepreneurial Studies

Olin’s intersection of faculty, students, and business invigorates teaching and research, creates fascinating applied-learning opportunities for our students, improves career placement, and motivates solutions that address complex business issues.
Washington University’s Olin Business School attracts top candidates with impressive scholastic achievements, diverse backgrounds, and proven leadership skills.

Our vision is to be the best in class among business school career services centers and make career services a competitive advantage for the Olin brand. We understand the breadth of talent offered across the University and the importance of connecting beyond Olin to identify students, including those in Arts & Sciences and Engineering. We are proud of the strong partnership between Olin’s Weston Career Center and the Washington University Career Center. We make your experience seamless, using one primary account manager to tap into student segments that span the University’s programs.

**U.S. News & World Report 2014 Selectivity Ranking**

<table>
<thead>
<tr>
<th>School</th>
<th>Rank of Admissions Selectivity¹</th>
<th>SAT/ACT 25th – 75th Percentile Rank²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard University</td>
<td>1</td>
<td>1410–1590</td>
</tr>
<tr>
<td>Princeton University</td>
<td>1</td>
<td>1410–1590</td>
</tr>
<tr>
<td>Massachusetts Institute of Technology</td>
<td>1</td>
<td>1410–1570</td>
</tr>
<tr>
<td>Stanford University</td>
<td>4</td>
<td>1380–1570</td>
</tr>
<tr>
<td>Yale University</td>
<td>4</td>
<td>1410–1590</td>
</tr>
<tr>
<td>Columbia University</td>
<td>4</td>
<td>1390–1570</td>
</tr>
<tr>
<td>California Institute of Technology</td>
<td>4</td>
<td>1490–1580</td>
</tr>
<tr>
<td>University of Chicago</td>
<td>4</td>
<td>1420–1570</td>
</tr>
<tr>
<td>Washington University in St. Louis</td>
<td>9</td>
<td>1420–1560</td>
</tr>
<tr>
<td>University of Pennsylvania</td>
<td>9</td>
<td>1350–1540</td>
</tr>
<tr>
<td>Vanderbilt University</td>
<td>9</td>
<td>32–34*</td>
</tr>
<tr>
<td>Brown University</td>
<td>12</td>
<td>1320–1530</td>
</tr>
<tr>
<td>Dartmouth College</td>
<td>12</td>
<td>1350–1560</td>
</tr>
<tr>
<td>Duke University</td>
<td>12</td>
<td>1360–1550</td>
</tr>
</tbody>
</table>

*Reported ACT percentile

1 Based on U.S. News & World Report National University Rankings 2014

2 SAT/ACT scores for each school’s entering class

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Washington University students are in the highest tier intellectually
- 95 percent of freshman place in the top 10 percent of their high school classes
- Ranked seventh in SAT/ACT 25th-75th percentile rank
- Ranked eighth in the nation for number of National Merit Scholars in freshman class
- Nearly 30,000 students apply for 1,400 freshman class positions
- The ninth most selective in the U.S., Washington University consistently ranks in the top 15 universities by *U.S. News & World Report*

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**Tomorrow’s Vision + Tomorrow’s Leaders**

Our students are grounded, well-rounded leaders passionate about making a difference. They are inspired by service to society, well-equipped to contribute to organizational success and thrive in a team environment. Their earned leadership is a result of numerous opportunities on and off campus.

- More than 300 campus organizations and nine businesses are run by students, affording them the opportunity to better develop their leadership skills.
- Seventy percent of Washington University students participate in community service.

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**Diverse Citizenry + Diverse Employers**

- Ninety percent of students are from out of state. The majority (65 percent) traveled more than 500 miles to attend. Washington University welcomes students and faculty from all 50 U.S. states and more than 100 countries.
- One third of Washington University students study abroad while in college, attending one of 100 different programs in 50 countries around the world.

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**Disciplined Solutions + Multiple Disciplines**

- Two out of three students pursue multiple majors and/or minors, often in a different school.
- Students are encouraged to take classes across disciplines in 90+ undergraduate programs, 20+ combined programs, and 1,500+ offered courses.
What Your Competition Knows

These industry leaders, among others, have hired Olin Business School students for full-time positions or internships.

- Accenture
- Amazon
- Ameren
- American Chamber of Commerce in Shanghai
- Anheuser-Busch InBev
- Bain & Company
- Bank of America
- Barclays Capital
- Belden
- Best Buy
- Bloomingdale’s
- Boeing
- Boston Consulting Group
- Boston Scientific
- Brown Brothers Harriman
- Brown Shoe
- Build-A-Bear Workshop
- Bunge
- ButcherJoseph
- Can Brothers & Company
- Capital One
- CB Richard Ellis
- Centene
- Cerner
- Central Intelligence Agency
- Citigroup
- Colgate-Palmolive
- ConAgra Foods
- Credit Suisse
- Crowe Horwath
- Dell
- Deloitte Consulting
- Delta Air Lines
- Direct Supply
- ECG Management Consultants
- Edward Jones
- Eli Lilly
- Emerson
- Energizer
- Epic
- EY
- Essilor
- Express Scripts
- ExxonMobil
- Fannie Mae
- Federal Bureau of Investigation
- FINRA
- Focus Features
- General Mills
- Goldman Sachs
- Google
- Grosvenor Capital Management
- HBM Holdings
- HBO
- Houlihan Lokey
- Humana
- IBM
- Johnson & Johnson
- J.P. Morgan
- Kimberly-Clark
- Kraft Foods
- Kohl’s
- KPMG
- Lazard
- Lockton
- L’Oreal
- Lumeris
- Macy’s
- Make-A-Wish Foundation
- Mallinckrodt Pharmaceuticals
- Maritz
- McKinsey & Company
- McDaniel-Carr
- Medtronic
- Monsanto
- Morgan Keegan
- Morgan Stanley
- Navigant
- Nestlé Purina PetCare
- Nielsen
- NISA Investment Advisors
- Novus International
- Oppenheimer & Co.
- Peabody Energy
- Piper Jaffray
- PNC
- Prestige Brands
- PwC
- Procter & Gamble
- Ralcorp Holdings
- RBC Capital Markets
- Reinsurance Group of America (RGA)
- Robert W. Baird & Co.
- Royal Bank of Scotland
- RubinBrown
- Sagent Advisors
- Samsung
- Sandler O’Neill
- Scottrade
- Sigma-Aldrich
- Solae
- Solutia
- Sony
- Sotheby’s
- Stereotaxis
- Stifel Nicolaus
- Stone Carlie
- Susquehanna International Group (SIG)
- Target
- Teach for America
- The Charette Group
- The Mission Continues
- UBS
- Universal Studios
- U.S. Commercial Service
- Walmart
- Wells Fargo
- World Wide Technology
- Yahoo!
- Young & Rubicam
- ZL Technologies
- ZS Associates

Washington University’s Olin Business School attracts top candidates with impressive scholastic achievements, diverse backgrounds, and proven leadership skills.
RECRUITMENT GUIDELINES AND POLICIES

Employment Offers and Acceptance Guidelines

An employment offer represents a very important decision, both for the employer and for the potential employee. We suggest the following student-decision deadlines to allow the student to participate in on-campus recruiting and to make an informed decision that is in the best interest of both the student and the employer.

Fall Recruiting Full-Time or Internship Offers: It is common for students to receive a full-time offer at the end of the internship or in early September. For all full-time offers or internship offers made in the summer or the Fall, we strongly encourage giving the student a minimum of three weeks after the offer is made or until December 1, whichever is later. The intent is to allow students to participate in the majority of fall recruiting.

Spring Recruiting Full-Time or Internship Offers: For companies interviewing in the spring semester, we recommend giving the student until March 1 or a minimum of three weeks after the offer is made, whichever is later. The intent is to allow students to participate in on-campus recruiting and to make an informed decision that is in the best interest of both the student and the employer.

Offers: It is common for students to receive a full-time offer at the end of the internship or in early September. For all full-time offers or internship offers made in the summer or the Fall, we strongly encourage giving the student a minimum of three weeks after the offer is made or until December 1, whichever is later. The intent is to allow students to participate in on-campus recruiting and to make an informed decision that is in the best interest of both the student and the employer.

Exploding Offers are prohibited (e.g., any early acceptances). Such offers put enormous pressure on our students to make a decision before they have completed the interviewing process.

Students are urged to immediately release offers they do not plan to accept. Reneging on offers is considered a serious breach of both our recruiting policies and the honor code, and such action receives immediate attention.

Salary data is collected and reported in aggregate format. Your cooperation is appreciated in keeping us informed of your employment decisions.

NACE Guidelines: We ask that employers abide by the Principles for Employment Professionals of the National Association of Colleges and Employers (NACE).

Confidentiality Policy: All materials received from our students (letters, résumés, and transcripts, via email or hard copy), should be shared only with those persons at your firm involved in the hiring process.

Weston Career Center Student Code of Conduct

The Weston Career Center seeks to maintain and enhance the reputation of Olin Business School and Washington University with our corporate partners and the community at large. The following guidelines were developed for this purpose.

1. A student will be well-prepared and appropriately dressed for every contact with an employer. This includes company information sessions, informational interviews, job interviews, and follow-up activities.

2. A student will give at least two business days’ notice before canceling or changing an interview. In the event of a “No Show” for an interview, a student must meet with a career advisor within two business days of the missed interview to discuss drafting a letter of apology to the recruiter.

3. A student will promptly report all actions that are taken. On-campus recruiting privileges will be revoked until appropriate follow-up actions have occurred, as defined by the career advisor.

4. A student will always represent himself/herself accurately to the employer with factual data about his/her academics, skills, and all other information.

5. Acceptance of an offer, whether verbal or in writing, is considered binding. It is never permissible to accept a job offer and later decline. This is considered a reneging.

6. If an offer is reneged upon by the student, the Weston Career Center reserves the right to take appropriate action.

7. Once an offer has been accepted, either verbal or written, interviewing should cease.

8. A student will promptly report all offers and status (i.e., holding, rejected, or accepted) in a timely manner and update his/her offer status appropriately.

9. A student who is employed while taking classes will honor his/her employer contract for continuing education benefits.

10. A student reaching out to alumni contacts should be thoughtful and selective about which alumni to contact, and should be prepared with relevant questions for the alumni about their industry or functional expertise. Alumni should be contacted for advice and insight only. Do not ask alumni for job opportunities.

All full-time and part-time students enrolled in the Olin Business School are expected to comply with these policies as well as the rest of the policies detailed in both the Olin Business School Code of Conduct and the University Student Judicial Code.
SHIPPING

For information sessions and events in Knight Hall and Bauer Hall, ship materials to:

Weston Career Center
Knight Hall, Room 210
Olin Business School
Washington University in St. Louis
Campus Box 1156
One Brookings Drive
St. Louis, MO 63130-4899

Olin Business School
Weston Career Center
Campus Box 1156
Washington University in St. Louis
1 Brookings Drive
St. Louis, MO 63130-4899

Phone: 314-935-5950
Fax: 314-935-4027
OlinCareers.wustl.edu
recruit@olin.wustl.edu