

CHEMISTRY'S INDUSTRY RECRUITING PROGRAM

- 1) APPLICANTS SUBMIT THEIR CURRICULUM VITAE, RESEARCH SUMMARIES, ALONG WITH THEIR RECRUITING PREFERENCES/CONTACT FORM VIA EMAIL TO AGL2107@COLUMBIA.EDU.
- 2) ONCE THE RECRUITERS' DATES ARE CONFIRMED, THE CALENDAR IS SENT OUT TO THE APPLICANTS.
- 3) APPLICANTS' CVS AND RESEARCH SUMMARIES ARE SENT TO ALL OF THE COMPANIES THE APPLICANTS SPECIFY.
- 4) THEN THE RECRUITERS PRE-SCREEN THE APPLICANTS AND NOTIFY PROGRAM MANAGER WHICH APPLICANTS THEY WANT TO MEET WITH, AND THE ORDER USUALLY.
- 5) THE RECRUITERS DECIDE IF THERE WILL BE A BREAKFAST PRESENTATION OR PIZZA PARTY, BEFORE OR AFTER THE INTERVIEWS, WHICH WILL BE INDICATED ON THE SCHEDULE.
- 6) PROGRAM MANAGER CREATES AND DISTRIBUTES THE INTERVIEW SCHEDULES TO CANDIDATES AND THE RECRUITERS, BASED ON THE RECRUITERS' PREFERENCES. IF YOUR INTERVIEW TIME SLOT NEEDS TO BE CHANGED PLEASE NOTIFY PROGRAM MANAGER AS SOON AS POSSIBLE, MOST CHANGES ARE ACCOMMODATED.
- 7) THE RECRUITERS FOLLOW-UP DIRECTLY WITH THE CANDIDATES.
- 8) SOME RECRUITERS INVITE FINALISTS FOR ON-SITE INTERVIEWS.
- 9) PLEASE NOTIFY PROGRAM MANAGER IF YOU GET HIRED, OR HAVE ANY PROBLEMS.