MBA CAREER MANAGEMENT CENTER

UNC KENAN-FLAGLER BUSINESS SCHOOL

Office Hours Process

Office Hours are 30 minute – 1 hour meetings where employers can get to know students while engaging with them directly and discussing a bit about their background and company.

Office Hours format and structure:

- Office Hours sessions are held on **Wednesdays, Thursdays, and Fridays during one of the following time frames: 9-12 pm, 2-4 pm, or 9-4 pm (All day sessions)**
- Sessions can be one-on-one, or up to three students to one employer representative at a time
- Employers can request up to two rooms (per business) for these sessions and all meetings will be reserved in our MBA lower level interview suite
- Sessions can require formal RSVP and sign-up (via CMC Connect), or be "walk-in" (no RSVP or sign-up required)
- **Sessions requiring formal RSVP and sign-up (via CMC Connect) must be requested at least two weeks in advance of desired date**
    - Sessions will typically become viewable to students on the Monday two weeks prior to the event at 12:30 pm
    - RSVP and sign-up will open on the Monday one week prior to the event at 12:30 pm
- Our office *may* be able to accommodate late registrations however these sessions will need to be "walk-in" only

Registrations for Office Hours are made in our online recruiting system, CMC Connect (CMCC). Our office will begin accepting requests for Office Hours (for any recruiting calendar year) once OCR registration opens in CMCC. Employers should register for Office Hours as far in advance as possible, and ***no later than two weeks prior to the desired session date if requiring formal RSVP and sign-up****.*

To request an Office Hours session in CMCC:

- Log-in to CMCC and select the "Events" tab
- Under the "Information Sessions" tab, select "+Add New"
- Complete the "Information Session Details" form in full, then "Submit"
    - Select "Office Hours" as the "Information Session Type"
    - Provide brief description of the event including language that highlights your target audience
    - Enter your desired Start/End date and time. (Be sure to include two Alternate Dates and choose from the available time options. First choice request are not guaranteed)
    - Select the appropriate student "Class Level" and "Work Authorization" status
    - Select "No" for "Allow RSVP" (Students will RSVP and sign-up for a time slot in a separate module. Specific language and instructions will be added to the description.)
    - Enter the following details in the "Comments" section:
        - Whether sessions will be 30 minutes or 1 hour
        - The number of students allowed per session (up to three)

Request will be processed for approval between 2-3 business days. Employers are notified (via CMCC) once sessions are approved.