## General Guidelines

### MBA Class 2024 (Internship Roles)

- **Interview timeline**: Companies should refrain from interviewing on campus before **9 January 2023**.
- **Offers**: Written or verbal offers should not be made before **9 January 2023**.
- **Offer expiry**: Offers should be kept open until **4 February 2023 or 3 weeks** after the offer is received, whichever date is later. From April onwards, companies should give at least **one week** for students to respond.
- **Summer internship timeline**: Students will be available for up to **12 weeks** from **5 June 2023 to 3 September 2023** – some might be available until later depending on their academic arrangements.

### MBA Class 2023 (Full-time roles)

- **Offer expiry for offers given after the internship start**: Job offers should be kept open until **30 November 2022**, or **3 weeks** after offer is received, whichever date is later. Last day of classes are on the week of **24 April 2023**.
- **Offer expiry for offers given before the internship start**: Job offers should be kept open until **30 September 2023**.

The guidelines aim to support companies and students have an effective recruitment process. If for any reason a firm cannot follow the guideline, we kindly ask that they inform the IESE CDC ahead of time at [cdc@iese.edu](mailto:cdc@iese.edu).