

Updated Dec 2023

## Recruiting Policies

INSEAD has developed a set of recruiting policies to ensure a fair and ethical recruiting experience for all recruiters and our students. If you encounter an issue implementing any of these, please contact us. We have also established a Careers Code of Conduct for our students. If you feel that students are behaving in an unprofessional manner, please contact us.

### General Recruiting Policies

#### 1. Non-discrimination

In accordance with its values, INSEAD does not discriminate against any person based on race, colour, religion, gender, sexual orientation, national or ethnic origin, age, marital status, political belief or disability in its programmes and activities. Accordingly, the INSEAD Career Development Centre (CDC) will only work with recruiting organisations who adhere to this policy throughout the recruiting process.

#### 2. Class Attendance

Students cannot miss class or other academic commitments for interviews, other recruiting events or travel related to those activities. An employer's inflexibility on this issue will be considered a violation of INSEAD's Recruiting Policies.

#### 3. Grade Non-Disclosure Policy

As per INSEAD's grade non-disclosure policy (see Annex 1), the award of academic honours ("Dean's List") is the only information that students are allowed to disclose during the recruiting process. Organisation representatives are not allowed to ask for INSEAD academic grades, and INSEAD academic grades must not be requested as part of the online application process. INSEAD grades may only be communicated by the student to recruiters after the job offer has been accepted.

#### 4. Student Populations

Recruiters are to consider applicants from a centralised pool, irrespective of their campus location (France, Singapore, Abu Dhabi, USA – Wharton and Kellogg, China - CEIBS). To maximize your organisation's reach, we strongly recommend that all activities (on and off-campus) sponsored by organisations are open to both the MBA July and MBA December classes and students from the MIM population where this matches your target audience. We also invite you to include relevant profiles from our working professionals' cohorts. If your organisation needs to target a specific group of students, we invite you to tailor the selection from CareerGlobe.

## 5. Advertising and Student Outreach

- Generic advertising (brand awareness) about your organisation/events to students can only begin once the students arrive on campus to begin their MBA programme (in January for the MBA December class, and in September for the MBA July class) and MIM Programme (in September).
- Recruiters are not permitted to ask students to submit CVs for pre-INSEAD events.
- The INSEAD CV e-Books are the only tools available for organisations to access student contact information.
- CDC will advise and recommend appropriate communications and outreach strategy to ensure appropriate outreach and a good student experience.

## 6. Jobs Postings

To ensure the widest variety of top-quality candidates, all job postings will be made accessible to the relevant populations (MBA/MIM/Executive MBA/Master in Finance/Alumni) on CareerGlobe based on the required qualifications and the years of experience for the position.

## 7. Work Authorisations/Visas

Recruiters must be transparent regarding work authorisation/required visas throughout the whole recruitment process and, wherever possible, state the relevant work authorisation requirements in the job posting.

## 8. Student Availability for Employment

### Full-time roles:

MBA July 2024 Students will be available from 24 June 2024 onwards for full-time positions.

- MIM 23 Students are now available for full-time positions.
- MIM 24 Students will be available from 26 June 2024 onwards for full-time positions. They would have to complete a final assignment by December 2024 when they will graduate.

### Internship roles:

- MBA December 2024 will be available from 24 June 2024 to 23 August 2024 for internship positions
- MIM 24 Students will be available from 26 June 2024 onwards for internship positions that can last up to 6 months.

No student will be available to work outside these dates, as they need to attend classes to fulfil the academic requirements of the programme.

## 9. Executive Search firms

All Executive Search firms must adhere to these policies, as well as to their own codes of conduct (e.g., Association of Executive Search Consultants). They must ensure honesty, accuracy and respect for candidate confidentiality at all stages of the process whether recruiting on- or off-campus.

## CDC Formal Recruitment Activities

The event formats available within CDC's formal recruitment activities include:

- **Organisation** – Presentation
- **Pitch and Networking** – A more informal multi-industry event giving recruiters a chance to pitch their company to the students and actively engage with them, discuss career opportunities and projects, and match talent with business needs.

Organisations may only participate in one of the above events during each recruitment campaign on each campus. The INSEAD CDC is available to advise recruiters on the optimum format for their recruiting needs.

In addition to the above, selected coffee chats slots are available.

### 10. Global Recruiters

For organisations who participate in CDC organised recruitment activities and who recruit for various global or regional locations, please note that all office locations/recruitment contacts must adhere to these recruiting policies, whether they recruit on- or off-campus.

11. All on- and off-campus recruiters must adhere to the totality of these guidelines; reservation of dates, events, interviews, decisions and offers.

### Reserving your Dates

12. INSEAD produces a recruitment calendar for each recruitment campaign. All CDC organised on- and off- campus events and interviews must be requested and confirmed through the CDC team; to ensure effective recruiting and to avoid conflicts. All recruiters must provide information on job opportunities, recruiting process and interview dates in a timely manner and receive approval of their recruiting process regardless of on- or off-campus location of the events and the interviews.
13. When submitting preferred engagement dates, recruiters may not request more than 2 preferred dates in the same week for each campus (e.g. recruiters may submit 2 presentation dates for one week of the OCR campaign and 1 date in the 2nd week, but not 3 dates in 1 week).
14. The allocation of dates for all on- and off-campus recruitment events and interviews will be based on the number of hires over the past 3 years, recruiter choice, schedule and space availability and past active recruiting history with the school. The final decision resides with the INSEAD CDC.
15. In order to ensure the success of any on- or off-campus events you may organise (coffee chats, mock interviews, reception, dinner, assessment centre, breakfasts or any other similar event) and the well-being of our students, we request that you inform the CDC of your date(s) and activities in order to avoid conflicts with classes, other recruiting events, exams or student breaks.
16. To ensure that all organisations have fair access and equal opportunity, official recruiting activity before the designated recruiting calendar is not allowed.
17. Coffee chats can take place with the following classes from:
  - **MBA July class** – from January to June (for full-time roles)

- **MBA December class** – from March to June (internship roles) and from May to December (for full-time roles)
- **MIM Class** – from September to June (for internship and full-time roles)

### Campus Recruiting Events Logistics

18. When running virtual presentations through your own dedicated platform, the link to the presentation should be shared with CDC to ensure that they are equipped to answer students' questions should there be any technical issues. A list of the students that attend the presentation should also be shared with CDC following the event.
19. Those organisations taking part in in-person activities on-campus must complete the logistical information related to catering needs for the corresponding event at least 5 working days before the event. Failure to confirm the catering requirements in a timely manner may result in the cancellation of the refreshments. For all refreshments after a presentation, recruiters will be charged for the number of students agreed with the CDC prior to the event, unless an on-consumption basis was requested in which you will be charged the actual amount consumed at the event. For refreshment for a Networking Session, recruiters will be charged a set fee for the event.
20. Due to limited resources and space on campus, the INSEAD CDC is unable to distribute any promotional material prior to the day of an event. A recruiter may send ahead materials for distribution during their event, which will be made available on the day in the appropriate venue.

### Interviews

21. Interviews (virtual and/or in-person) may take place from 2 April 2024 onwards.
22. For interviews organised with CDC, organisations must inform students and the INSEAD CDC of their selection for first round on-campus interviews at least 5 working days before the interviews begin. If the organisation fails to do so, the INSEAD CDC reserves the right to postpone the interviews. In other scenarios, we highly recommend that organisations give timely notice and are cognizant to time zones differences to ensure that the candidates can present their best selves to you.
23. Dates for first round interviews are prioritised and organisations need to inform the INSEAD CDC of their second-round interview dates in order to avoid clashes with other first round interviews.
24. No changes to interview schedules can be made within 48 working hours of the interview date.
25. No recruiting activities to take place on/with the Singapore campus on 20 March before 17:30 SGT due to the Tech Symposium event. No interviews/Assessment Days can take place during the Virtual Career Fair for the 24J and 24D; during “Capstone classes” for the 24J’s as this is a compulsory module that students can’t miss and during exams for the MIM students:
  - July 2024 students: 2 - 4 May 2024
  - MIM 2024 students: 8 April 2024
  - Virtual Career Fair: 17 April 2024
26. Organisations must notify students well in advance if they intend to use testing instruments such as psychological tests in the recruiting process and be prepared to provide the results if requested by the student.
27. After first round interviews, both successful and unsuccessful candidates should be notified within 2 weeks of the status of their candidacy. Successful candidates should be given information regarding

the next steps of the process and should be provided with appropriate contact names and contact details. Waitlisted students should also be informed of their status at the time offers are extended. If organisations cannot confirm the final decision outcome to students within two weeks, then they should keep in touch with the students and give them an estimated date when the decision will be made.

28. Organisations must accommodate a student's class schedule and course load when scheduling first or second round interviews. Students invited to visit an organisation site should be reimbursed promptly for all expenses incurred during the visit. Students will attempt to divide expenses among recruiting organisations when more than one organisation is visited during a single trip. In the case where an organisation does not reimburse travel expenses, students must be informed of this at the time of invitation.

### **Decisions and Offers**

29. To ensure that all recruiters have a fair amount of time to interact with students and to allow students sufficient time to consider various opportunities, we require that no full-time offer decisions be communicated to MBA24J students (verbally or in writing) before 22 April 2024.
30. Organisations are asked to notify a student in writing of all the major elements of an internship/full-time offer. To ensure that students have the opportunity to make a thoughtful decision, organisations must not apply undue pressure on the student and must adhere to the offer acceptance deadlines stated below. The INSEAD CDC has established the following deadlines until which recruiting organisations must leave offers open for MBA Students:
- Monday 27 May 2024 (or 3 weeks, whichever comes later) for a full-time offer as part of the March - June 2024 on-campus recruitment campaign
  - 3 weeks after offer is extended – for summer internship/project offers
  - Monday 11 November 2024 – if offer extended after completion of a summer internship that was secured through the January – June 2024 on-campus recruitment campaign
  - These rules do not apply to students returning to their previous employer

For MIM Students:

- Internship or full-time - offer acceptance date is 3 weeks from date of offer extended
  - Full-time offer after completion of internship - offer acceptance date is 3 weeks from date of offer extended
31. For a full-time offer extended upon completion of a summer internship role from the January-June 2024 recruitment campaigns, recruiters are to adhere to the offer acceptance deadline for summer internship as stated above. In the event, an organisation decides to extend a full-time offer instead of an internship offer, the terms of the offer must be open to the students' acceptance to no earlier than 11 November 2024.
32. Job offers must be stated in full, from the outset, and remain open in their entirety (including base salary, bonuses, tuition reimbursement, etc.) until the above deadline. Changing a job offer violates INSEAD's professional and ethical standards. Offers with early sign-on bonuses or incentives for earlier deadlines, must include the option for the students' acceptance to be no earlier than 11 November 2024.

33. Withdrawing an offer is a very serious violation of the INSEAD Recruiting Policies and will be handled accordingly. If an organisation believes it has a valid reason to withdraw an offer, they should inform the Global Director of the Career Development Centre before contacting the student concerned.
34. Delayed start dates will not necessarily be considered as a withdrawn offer if the delay lasts no longer than 6 months from the original start date for full-time positions, (or, if no start date was given, for up to 8 months from the date of graduation). After these time periods the delayed start date will be treated as a withdrawn offer.
35. Students should not renege on a job offer as this breaches the Student Code of Conduct. If a student does renege an offer, or recruiters believe that a student has behaved inappropriately during the negotiation process, please contact the Global Director of the Career Development Centre. Sanctions on the student may be imposed in accordance with the Student Code of Conduct.
36. Recruiters must provide the INSEAD CDC with the names of the students who have accepted a job offer i.e. signed a contract - so that they can be excluded from the scheduling system and discontinue their job search. Recruiters must not pursue students if they know the students have already accepted another job offer.

### **Non-compliance with Recruiting Policies**

The INSEAD CDC will evaluate each case of non-compliance with the recruiting policies on a case-by-case basis. The following penalties will be imposed at the discretion of the Global Director of the Career Development Centre and the Associate Dean of Degree Programmes, as deemed appropriate:

- Restriction in priority of scheduling on-campus recruiting events for the next campaign
- Reduction in allocation of slots for the organisation from any non-campus recruitment activity at INSEAD for a period of one year

Any such decisions will be conveyed to the recruiting organisation in writing.

We hope to be continually updating our recruiting policies throughout the year. The INSEAD CDC therefore reserves the right to modify these recruiting policies at any point throughout the year.



## **Career Development Centre** *MBA / MIM Grade Non-Disclosure Policy*

INSEAD's selection process is extremely rigorous, and our admissions criteria ensure that all those admitted to the MBA and MIM Programmes have outstanding educational backgrounds, intellectual capabilities, professional experience, cultural awareness and management potential. Being admitted to the school is therefore a significant achievement.

INSEAD implements a Grade Non-Disclosure Policy, which is supported by the MBA and MIM students. INSEAD's Career Development Centre has agreed to communicate this policy to recruiters, and we appreciate your cooperation in enforcing it. Please ensure that all those interviewing candidates or involved in recruiting activities are aware of the policy as outlined below.

- Recruiters should not ask students to provide any information on grades either in written applications or verbally during an interview.
- Students are not to broach the subject of grades with recruiters and may not disclose grades to recruiters either in written or verbal communication.
- Recruiters may request, and students may provide their GMAT scores either in written or verbal communication.
- Students may indicate if they are on the Dean's List (top 10% of the class).
- Recruiters may request a copy of the Dean's List from the Career Development Centre.
- Upon accepting a full-time offer, students may release their INSEAD grades to their future employers, as we understand this may be necessary to process their employment documents in certain countries.
- Upon graduation, alumni may release their INSEAD grades.

Any students found in breach of this policy will be barred from taking part in the formal recruitment activities at INSEAD.

Any recruiters found in breach of this policy will be flagged to all students. The Career Development Centre will take appropriate action on a case-by-case basis.

If you need any further information, please contact Karen Ukil, Associate Director at the Career Development Centre ([karen.ukil@insead.edu](mailto:karen.ukil@insead.edu)).