

# INSEAD Career Services

## Recruiting Policies

Updated May 2012

In order to promote a fair and ethical recruiting process, all companies recruiting through INSEAD Career Services are expected to comply with the following policies. If your company encounters a problem implementing any of these policies, please contact a member of the Career Services team.

### GENERAL RECRUITING POLICIES

#### 1. **Non-discrimination**

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

#### 2. **Class Attendance**

Students may not miss class or other academic commitments for interviews, other recruiting events or travel related to those activities.

#### 3. **Grade Non-Disclosure Policy**

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

#### 4. **Student Populations**

Recruiters must consider applicants from a centralised pool, irrespective of their campus location (France, Singapore, USA – Wharton and Kellogg). As a rule we recommend that all activities sponsored by companies on or off-campus are open to both the July and December class. However, if the company needs to target a specific group of students, it is the company's sole responsibility to conduct the selection.

#### 5. **Jobs Postings**

To ensure the widest variety of top quality candidates, all job postings will be accessible to the relevant populations (MBA / Executive MBA / alumni) on CareerLink according to the role being advertised, unless otherwise requested by your company.

### ON-CAMPUS RECRUITMENT

#### **Reserving your dates**

- INSEAD's recruitment calendar is published on the INSEAD [website](#) for corporate recruiters. All on-campus recruiting events must be planned and co-ordinated through Career Services to ensure effective recruiting and to avoid conflicts. All on-campus recruiters must provide information on job opportunities, recruiting process, application deadline and interview dates and receive approval of their recruiting process regardless of on or off campus location of the interviews.
- When submitting preferred presentation dates, recruiters are requested not to submit more than 2 events in the same week (eg: recruiters may submit 2 presentation dates in the 1<sup>st</sup> week and 1 date in the 2<sup>nd</sup> week, but not 3 dates in 1 week).
- The allocation of dates for all on-campus recruitment events will be based on availability, recruiter choice, INSEAD Recruitment Partners and past recruiting history with the school.

9. To ensure that all companies have an equal opportunity, recruiting activity outside the designated recruiting calendar is not allowed.

### Recruiting events

10. Three event formats are available to recruiting companies:

- **Company Presentation** – a 25-30 minute presentation followed by Q&A and networking. Presentations are primarily reserved for firms with established recruiting programs at INSEAD, having a history of consistent presentation attendance of more than 30 students.
- **Networking Evening** – a multi-industry event with a limited number of companies each evening, giving recruiters a chance to network with students in an exclusive setting over drinks. There are typically 4 Networking Evenings in each recruitment campaign.
- **Career Fair** – each participating company has a dedicated booth / stand for a full afternoon of networking and will be able to display their promotional materials, banner etc. There is one Career Fair on each campus during each recruitment campaign.

Companies may only participate in one of the above events during each recruitment campaign on each campus. INSEAD Career Services are on hand to advise recruiters on the optimum format for their recruiting needs.

11. Recruiting companies must return the logistics form (especially the multimedia and catering requirements) 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 cocktail event. For all cocktail events, recruiters will be charged for the number of students they have indicated on the logistics form.
12. Due to limited resources and space on campus, INSEAD Career Services cannot distribute any promotional material prior to the day of an event. A recruiter may send materials ahead of their event, which we will make available on the day in the appropriate venue.

### Interviews

13. Companies must inform students and INSEAD Career Services of their selection for 1<sup>st</sup> round interviews at least five working days before coming to campus. If the company fails to do so, INSEAD Career Services reserves the right to postpone the interviews. Companies should also inform unsuccessful or waitlisted students of their status in a timely manner.
14. In order to allow companies and students equal access to opportunities, companies are not allowed to hold 2<sup>nd</sup> round interviews simultaneously to 1<sup>st</sup> round interviews. 2<sup>nd</sup> round interviews may commence from 18 October 2012 onwards (except for companies attending the Career Fair who may conduct interviews the day after the Career Fair, or any other exceptions which have been agreed in writing with INSEAD Career Services).
15. Campus facilities are reserved for 1<sup>st</sup> round interviews only. In any case, companies need to inform INSEAD Career Services of their 2<sup>nd</sup> round interview dates in order to avoid clashes with on campus interviews.
16. No changes to interview schedules can be made within 48 working hours of the interview date.
17. No interviews can take place during the “blackout period” (15 – 17 October 2012) due to exams for the December 2012 class.
18. Any catering requirements for the interview dates must be communicated to INSEAD Career Services at least 5 working days before the interview date.
19. Companies 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.

20. After 1<sup>st</sup> round interviews, both successful and unsuccessful candidates must be notified within two 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.
21. Companies must accommodate a student's class schedule and course load when scheduling 1<sup>st</sup> or 2<sup>nd</sup> round interviews. Students invited to visit a company site should be reimbursed promptly for all expenses incurred during the visit. Students will attempt to divide expenses among recruiting companies when more than one company is visited during a single trip. Recruiting companies should clearly state the specifics of their invitations. In the case where a company does not reimburse travel expenses, students must be informed of this at the time of invitation.

### **Offers**

22. To ensure equal opportunities, written or verbal offers cannot be extended to students before 18 October 2012.
23. Companies are asked to notify a student in writing of the major elements of a full time job offer. To ensure that students have the opportunity to make a thoughtful decision, companies must allow students time and not pressure them for a final decision. INSEAD Career Services has established the following deadlines until which recruiting companies must leave offers open:
  - Friday 16 November 2012 (or after 3 weeks, whichever comes later) – a full-time offer resulting from a summer internship
  - Friday 7 December 2012 (or after 3 weeks, whichever comes later) – a full-time offer as part of the September – December 2012 on-campus recruitment campaign
  - 3 weeks after written offer is extended – for summer internship / project offersFor previous employees, students and companies may determine a mutually agreeable decision date.
24. Job offers must remain open in their entirety (including base salary, bonuses, tuition reimbursement, etc.) until the deadline. Changing a job offer violates INSEAD's professional and ethical standards.
25. Withdrawing an offer is a very serious violation of the INSEAD Recruiting Policies and will be handled accordingly. If a company believes it has a valid reason to withdraw an offer, they should appeal to the Director of Career Services before contacting the student concerned.
26. Students should not renege on a job offer as this breaches the Student Code of Conduct. If a student does renege an offer, or behaves inappropriately during the negotiation process, please contact the Director of Careers.
27. Recruiters must provide Career Services 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 should not pursue students if they know the students have already accepted another job offer.

<b>NON-COMPLIANCE WITH THE RECRUITING POLICIES</b>
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INSEAD Career Services will evaluate each case of non-compliance with the recruiting policies on a case-by-case basis. Possible courses of action include:

- Non-compliance will be fully communicated to the INSEAD community and / or shared with other schools
- Exclusion from participation in recruiting activities at INSEAD for a set period of time
- Blocking access to the online recruiting platform for a set period of time – meaning that a company can no longer post jobs or search students' CVs
- Company may not be granted first choice of dates for the following campaign

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