

INSEAD Career Development Centre

Recruiting Policies

Updated May 2018

INSEAD has developed a set of recruiting policies which all recruiters must adhere. The shared commitment to these policies by both recruiters and INSEAD, provides the foundation for a fair and ethical recruiting process. If your organisation encounters a problem implementing any of these policies, please contact a member of the CDC team. 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 a member of the 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, 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 on-campus 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 on-line application process. INSEAD grades may only be communicated by the student to recruiters 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, Abu Dhabi, USA – Wharton and Kellogg, China - CEIBS). As a rule, we recommend that all activities sponsored by organisations on or off-campus are open to both the MBA July and MBA December classes. However, if the organisation needs to target a specific group of students, it is the organisation's sole responsibility to conduct the selection.

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 late August for the MBA July class).
- 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.

6. **Jobs Postings**

To ensure the widest variety of top quality candidates, all job postings will be made accessible to the relevant populations (MBA/Executive MBA/Master in Finance/Alumni) on [CareerGlobe](#) based on the required qualifications for the position. The CDC will choose the relevant population(s) when validating the job.

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 authorization requirements in the job posting.

8. Student Availability for Employment

- Full-time roles:
 - December 2018 students will be available from 21 December 2018 onwards

No student will be available to work outside these dates, as they need to attend classes to fulfill 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 on-campus** – a 25- 30 minutes presentation followed by Q&A and networking. Presentations are primarily reserved for firms with established recruiting programmes at INSEAD
- **Networking Afternoon** – A more informal multi-industry event taking place in Fontainebleau and Singapore Campus; giving recruiters a chance to actively engage with 18D students, 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.

10. Global Recruiters

For organisations who participate in CDC organised on- and off-campus 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 organized on- and off-campus events and interviews must be requested through the reservation portal and will be confirmed by the CDC 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 interviews.
13. When submitting preferred presentation 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. When submitting preferred interview dates, recruiters must respect the following guidelines:
- A recruiter can request no more than 12 interview rooms for each day of interviews on the Europe campus, of which a maximum of 2 rooms for video-conference interviews
 - A recruiter can request a maximum of 10 interview rooms for each day of interviews on the Asia campus, of which a maximum of 2 rooms for video-conference interviews
 - A recruiter can request no more than 3 consecutive interview days on either campus
15. The allocation of dates for all on and off-campus recruitment presentations will be based on hiring numbers in the current [World of Talent Employment Statistics 2017](#) brochure. Interview dates will be allocated according to space availability. The final decision resides with the INSEAD CDC.
16. 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) 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.

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

On- and Off-Campus Recruiting Events

Event format available to recruiting organisations include:

17. Those organisations taking part in presentations on-campus must complete the logistical information related to catering needs in CareerGlobe 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. For refreshment for a Networking Session, recruiters will be charged a set fee for the event.
18. Due to limited resources and space on campus, the INSEAD CDC cannot 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.
19. Coffee chats can take place on each campus at the following times:
 - **MBA December class** – from May - October (for full-time roles)

On-Campus Interviews

20. On-campus interviews may take place from 20 September 2018 onwards.
21. Organisations must inform students and the INSEAD CDC of their selection for first round interviews at least 5 working days before coming to campus. If the organisation fails to do so, the INSEAD Career Development Centre reserves the right to postpone the interviews. Organisations should also inform unsuccessful or waitlisted students of their application status in a timely manner.
22. Campus facilities are reserved primarily for first round on-campus interviews. In any case, organisations need to inform the INSEAD CDC of their second-round interview dates in order to avoid clashes with other on campus interviews.
23. Interviews taking place on campus are reserved for the current MBA students. Should you wish to interview recent graduates/EMBA participants, we invite you to contact them directly and arrange a face-to-face or virtual interview outside of the on-campus interview process.
24. No changes to interview schedules can be made within 48 working hours of the interview date.
25. No interviews can take place during the “blackout period” due to exams:
 - December 2018 students: 15 - 17 October 2018
26. Any catering requirements for the interviews must be communicated to the INSEAD CDC at least 5 working days before the interview date.
27. 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.
28. For students who are selected on an interview schedule, but not based on the campus where the organisations will be present, the INSEAD CDC will arrange for an interview to take place via video-conference.
29. After first round interviews, both successful and unsuccessful candidates must 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.
30. 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

31. To ensure that all recruiters have a fair amount of time to meet students and to allow students sufficient time to consider various opportunities, we require that no full-time offer decisions (either positively or negatively) be communicated to students (verbally or in writing) before 12 October 2018.
32. Organisations are asked to notify a student in writing of all the major elements of a 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 Career Development Centre has established the following deadlines until which recruiting organisations must leave offers open:
 - Monday 12 November 2018 – if offer extended after completion of a summer internship that was secured through the March – June 2018 on-campus recruitment campaign
 - Monday 26 November 2018 (or 3 weeks, whichever comes later) for a full-time offer as part of the September - November 2018 on-campus recruitment campaign
 - These rules do not apply to students returning to their previous employer
33. 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.
34. 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 appeal to the [Global Director of the Career Development Centre](#) before contacting the student concerned.
35. 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.
36. 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.
37. Recruiters must provide the 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 THE RECRUITING POLICIES
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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
- Exclusion of the organisation from any on-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.

INSEAD's selection process is extremely rigorous and our admissions criteria ensure that all those admitted to the MBA Programme 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 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 On-Campus Recruitment process 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).