

INSEAD Career Development Centre

Recruiting Policies

Updated June 2017

INSEAD has developed a set of recruiting policies to which all recruiters must adhere. The shared commitment to these policies by both recruiters and the school, 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 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 Careers 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 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 class. 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 Career Development Centre 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 2017 students will be available from 21 December 2017 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.

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| ON-CAMPUS RECRUITMENT |
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10. **Global Recruiters**

For organisations who participate in on-campus recruitment 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-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 on-campus recruiting events and interviews must be requested via [CareerGlobe](#) and will be confirmed by the Career Development Centre to ensure effective recruiting and to avoid conflicts. All on-campus 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-campus recruitment events and interviews will be based on INSEAD Recruitment Partners status, 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 Career Development Centre.
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, or any other similar event) we request that you inform the Career Development Centre of your date(s) and activities in order to avoid conflicts with classes, other recruiting events, exams or student breaks.
17. To ensure that all organisations have an equal opportunity, official recruiting activity outside the designated recruiting calendar is not allowed.

On-Campus Recruiting Events

18. Two on-campus event formats are available to recruiting organisations on the Europe and Asia campuses:
 - **Organisation Presentation** – a 25-30 minute presentation followed by Q&A and networking. Presentations are primarily reserved for firms with established recruiting programmes at INSEAD, having a history of consistent presentation attendance of more than 30 students.
 - **Networking Sessions** – a more informal multi-industry event with 15 – 20 organisations taking part, giving recruiters a chance to distribute promotional materials and network with students in an exclusive setting over refreshments.

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

19. Recruiting organisations 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 Career Development Centre prior to the event. For refreshments 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 Career Development Centre 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.
21. Coffee chats can take place on each campus at the following times:
 - **MBA July class** – from January – April (for full-time roles)
 - **MBA December class** – in March - April (for internships) and from May - October (for full-time roles)

On-Campus Interviews

22. On-campus interviews may take place from 22 September 2017 onwards.
23. Organisations must inform students and the INSEAD Career Development Centre of their selection for first round interviews at least five 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.
24. Campus facilities are reserved for first round on-campus interviews only. In any case, organisations need to inform the INSEAD Career Development Centre of their second round interview dates in order to avoid clashes with other on campus interviews.
25. 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.
26. No changes to interview schedules can be made within 48 working hours of the interview date.
27. No interviews can take place during the “blackout period” due to exams:
 - December 2017 students: 16 - 17 October 2017
28. Any catering requirements for the interviews must be communicated to the INSEAD Career Development Centre at least five working days before the interview date.
29. 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.
30. For students who are selected on an interview schedule, but not based on the campus where the organisations will be present, the INSEAD Career Development Centre will arrange for an interview to take place via video-conference.
31. After first 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. 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.
32. 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

33. To ensure that all on-campus 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 be communicated to students (verbally or in writing) before 13 October 2017.
34. 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 13 November 2017 – if offer extended after completion of a summer internship that was secured through the March – June 2017 on-campus recruitment campaign
 - Monday 27 November 2017 (or 3 weeks, whichever comes later) for a full-time offer as part of the September - November 2017 on-campus recruitment campaign
 - These rules do not apply to students returning to their previous employer
35. 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.
36. 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.
37. Delayed start dates will not necessarily be considered as a withdrawn offer if the delay lasts no longer than six months from the original start date for full-time positions (or, if no start date was given, for up to eight months from the date of graduation); after these time periods the delayed start date will be treated as a withdrawn offer.
38. 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.
39. Recruiters must provide the Career Development Centre 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.

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| NON-COMPLIANCE WITH THE RECRUITING POLICIES |
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The INSEAD Career Development Centre 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 Career Development Centre 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).