



# IBA On-Campus Recruitment Drive

## Important Guidelines for Students

In order to streamline the placement procedure and provide equal opportunity to all students, you are requested to adhere to the following guidelines with immediate effect for your on-campus and off-campus interactions with alumni, employers, community partners, faculty and IBA staffs as well as industry professionals.

### **Target Batches:**

Students graduating by June each year will primarily be considered by IBA Career Development Centre (CDC) for recruitment cycle. However, if students from previous batch(es) want/s to participate, they can only do so by registering themselves through individual email request at [cdc@iba.edu.pk](mailto:cdc@iba.edu.pk).

### **Eligibility:**

IBA graduating batch students are eligible to participate in all on-campus recruitment activities, however, specific criteria (such as CGPA, major/concentration, academic program, etc.) are set by individual employers and the CDC does not have the right to alter such criteria. In the event that you find yourself not eligible to participate and you have questions or concerns, please speak with the employer directly; during their on-campus information sessions.

### **Attendance Policy/Class Exemption:**

- Students are allowed to participate in all placement activities (in/off campus) till their final selection. However, CDC will not provide any exemption for the attendance shortage for attending the orientation sessions and initial assessments.
- Students who will be short listed for second and further round(s) of assessments/interviews, will be provided exemption of attendance from their regular classes/tutorials only if they exceed their available absences; only after the confirmation from the company representatives. Students are required to inform CDC about it via email ([cdc@iba.edu.pk](mailto:cdc@iba.edu.pk)) prior to such appointments/happenings.

### **Participation in Recruitment Sessions/Assessments/Activities:**

- All students are expected to participate in orientation/recruitment sessions in a professional manner.
- If you decide to attend a recruitment event/session and registered yourself for it, you will be expected to be there. In case of some genuine reason(s) you do not wish you attend after registering yourself, you may decline politely at least a day prior to the session.
- Research employers before registering or participating for its recruitment drives. Most of the companies have a web site, they generally prefer that you use this medium to obtain company information.
- You will only be allowed to take the assessment(s) with a company if you have attended its Information Session prior to it. Attendance will be taken and failure to attend the presentation may result in loss of assessment/interview with that employer.
- There will be a deadline to sign-up for each recruitment activity/session, therefore, it is essential that you check your e-mail and IBA-CDC Facebook group on a regular basis (at least once a day, preferably in the evening). It is student's responsibility to keep track of registration/application deadlines posted for/by each company on IBA-CDC Facebook group or sent via email, deadlines cannot be extended for any reason.
- Each student is expected to show up on time for all scheduled events, meetings, appointments.
- Use of laptops, cell phones, or any other gadget is strongly discouraged during the information session and strict action will be taken in case of such happenings.
- Have your resume designed in a prescribed format provided by IBA-CDC. You may ask for a review and suggestions from CDC after formulating your CV.
- It is strongly recommended that you participate in a mock interview/assessment prior to your first interview.
- BBA/MBA students, are required to mention their concentration/majors. Students with dual specialization, have to specify their preference in advance. While registering online, the sequence of specialization entered in the registration form will be considered to be the order of preference.

### **Communication Ethics & Protocol:**

- Be professional and humble in all face-to-face, written, phone and online communications.
- All students are expected to acknowledge calls, emails, interview invitations, appointments, events and informational meetings and respond in a timely manner.
- Students may ask for advice, information and referrals but MAY NOT ask directly for a job or internship from the employer.
- You may follow up with a 'thank you' to the individual(s) with whom you interact but do NOT spam the person(s) with multiple calls, emails, and Facebook/LinkedIn requests.
- Avoid mass distribution of your resume to unknown companies/representatives.
- If you are selected for an interview, you will be notified via email either from CDC or company representative(s) from their official email ID only.

### **Absenteeism in Assessment Centres/Interview (Second Stage & further):**

- A student, who confirms participation in a placement event/activity (in/off campus) and thereafter absents himself/herself without prior and valid reason(s), will not be allowed to participate in the subsequent recruitment events. This is to discourage absenteeism, which causes embarrassment to the CDC & the IBA Management.
- Students are required to inform CDC or respective company representative(s) prior in case they do not able to show up for the interviews/further assessments.

### **Hiring & Selection:**

- Students would be allowed to appear for campus recruitment drives till selected in their preferred field, irrespective of salary differential. However, this facility can only be availed by those students, who have yet to join a company. Once a student has joined a company, even in the non-preferred profile, he/she can switch to preferred specialization, if deemed necessary, on his/her own and not through campus placement.
- Once a student is confirmed by a company as "Selected/Hired", he/she will not be allowed to participate in any further placement activity in order to provide equal, just and fair opportunity to all students unless:
  - a. If selected by a company other than their core competency company. For example, if a BBA student gets selected by an IT company (say Infosys, Gerry's) for their supporting functions such as Marketing, Sales, Business Development etc., he/she will be allowed a second chance whenever his/her core Competency Company (say Unilever, Colgate, Engro Corp) conducts a placement event.
  - b. If selected by a company for some different/non-preferred specialization or functional area. For example, if a BBA student who is seeking opportunity in Sales & Marketing function, and gets selected for say Supply Chain or Accounts Management function, he/she will be allowed a second chance to appear in recruitment drives of other companies for his/her desired function.

However, in both the cases, candidate/student has to decide not to opt the offer and provide a written notification to the concerned company before participating in the next recruitment event or applying for other jobs/internships.

- All students who get selected on their own effort, if desirous, will be allowed to participate in all campus placement events till finally selected, without any attendance exemption by CDC.
- When you "Accept" an Offer:
  - Notify the IBA-CDC of your plans;
  - Withdraw from all other internship/job search activities;
  - Complete the Employment Survey or the Internship Survey (whichever is appropriate) and update us regularly with changes.

Failure to adhere to these guidelines and policies may result in the following:

- Suspension of access to all IBA-CDC activities;
- Removal from IBA-CDC communication mediums such as social media and emails;
- Referral to the Office of Dean.