



IBA On-Campus Recruitment Drive

Important Guidelines for Companies



General Policies:

- You are invited to participate in our recruiting drives if you are an employer with actual or anticipated bona fide entry-level positions and career-related paid internships. A bona fide position is defined as a career opportunity that is salaried (not 100% commission), and does not require the candidate to pay a fee for training or other job-related expenses. Employers with “straight commission” or “draw against future earnings” positions may request to hold an on-campus information session/recruitment activities.
- IBA Career Development Centre (IBA-CDC) requires all employers/companies to comply with all applicable state and federal civil rights laws prohibiting discrimination in hiring and in the workplace.

Registration & Scheduling:

- Recruitment activity will be scheduled on *first come first serve basis*. Make sure to check out the link to 'IBA Recruitment Calendar' provided to you by IBA-CDC on an on-going basis to have the live-updates.
- Refer to the "IBA Academic Calendar for 2016" shared via email by IBA-CDC to consider the important dates mentioned in it prior to schedule your recruitment activities.
- To register and schedule your Recruitment Drive, fill out the "Request for IBA On-Campus Recruitment Drive" form and email it to us at dimitiaz@iba.edu.pk and shirazahmed@iba.edu.pk and copy (cc) it to cdc@iba.edu.pk.
- After receiving the request, IBA-CDC will acknowledge the receiving of your request within 48 working hours. You can follow up via email/call just in case you do not receive any intimation within the specified time. After checking the students' study schedule and the venue availability, IBA-CDC will accommodate your request accordingly, and will notify you about the same via email. You can, however, check your reservation status at the online 'IBA Recruitment Calendar'.

General Format for IBA On-Campus Recruitment Drives:

Keeping in view our students' insight, we recommend the following format for on-campus Recruitment Drives to have the maximum reach:

- Information sessions and initial assessment*:
 - Briefing on company, its functions, purpose of recruitment activity and career map/ladder for those who will be selected for the positions (15-20 minutes at max.)
 - Assessment Briefing and Distribution of Assessment Papers** (5-10 minutes at max.)
 - Initial Assessment (preferably 30-45 minutes)

Note:

* Companies are recommended to have some sort of initial assessments in order to attract our student body; as students generally do not turn out in significant numbers just for the company presentations/information sessions.

** For Online / Computer Based test, students need to be shifted in different batches to our computer labs. Therefore, companies are required to keep at least 15-20 minutes for such arrangements.

- Companies are responsible for appropriate format/sequence of their session(s) to brief the students.
- Companies are required to follow the time management etiquettes strictly. Make sure your first orientation sessions cum assessment should not exceed more than 1 hour 30 minutes (i.e. 90 minutes).
- 2nd Round of Interviews or Assessments (On/Off campus) can be conducted as per the willingness/discretion of the company. However, companies are required to provide a list of short listed candidates to IBA-CDC staff(s) in any case; and prior calling them for it.
- 3rd / Subsequent / Final Round of Interviews / Assessments – As per the willingness/discretion of company. Final list of hired/selected candidates must be shared with IBA-CDC staff(s) immediately after selection.

2nd Round Interviews/Assessments:

- Employers often schedule students for second round interviews/assessments the very next day after their initial assessments/interviews. This practice does not provide any flexibility to the student, or offer any consideration for his/her previously scheduled commitments. Ideally, 2nd round interviews should not be scheduled within 3 days of your first round interviews/assessments. Students have classes, exams and other prior obligations that they cannot cancel on a moment's notice. Often, if they are unable to attend at your requested times, they feel that they will be eliminated from the pool of considered candidates.
- We suggest that students should not be immediately eliminated from the pool of 2nd round candidates. If they are unable to meet on the first requested date, alternative options should be provided to students who cannot meet with you on the first scheduling attempt. Organizations that have been flexible with scheduling are often able to attract and attain the strongest candidates.

Offers:

Consistent with the guidelines, we ask that students be given at least 2 weeks to make an informed and responsible decision. Providing students with insufficient time to decide on an offer can be detrimental to both parties. An exploding offer on a signing bonus is also considered inappropriate.

Offer Policy to Summer Interns:

- All the undergraduate students at IBA are required carry out their Corporate Internships right after their junior year (sixth semester) and preferably during their summer break. As per IBA Internship Requirement Policy, students are required to associate themselves with a corporate firm for at least 6 weeks (8 weeks at max.). Therefore, please make sure that you have enough meaningful projects/assignments to keep our students intact for at least 6 weeks.
- If you would like to make a full-time offer to a summer intern, we request that you to check with his/her further study plans/schedule, and also allow the student sufficient time to accept/decline the offer. This will ensure that the student has the time necessary to make an informed decision.

Home Office Policy:

Due to liability and risk management issues, IBA does not allow interns or job applicants into a home office or home training situation.

Cancellation of Recruitment Event:

- Cancellation or change of date can be requested at least a week prior (5 working days) to the actual event day.
- In case of change of date request or cancellation of a confirmed Recruitment Event from company's end, the next date will be made available by IBA Career Development Centre (IBA-CDC) only and the company will have no right of request then.

Venue Etiquettes & Disciplinary Requirements:

- Eatables & beverages of any kind will not be allowed inside the Auditorium/Event Hall, except drinking water.
- Catering/Food arrangements (if required) are available at IBA caterer/cafeteria on "CASH" terms only. Food arrangements for all the visiting guests/company representative(s) will be the prime responsibility of company.
- However, IBA-CDC may facilitate you in the process, if need be.
- Limit your marketing materials/stuffs to roll-up standees, posters and e-banners/teasers/flyers.
- Companies acquiring third party agencies for marketing/arrangements/set up; are required to provide the details of their vendors and its representatives. The details should include:
 - Name of the agency/vendor
 - Representatives name(s) and their CNIC numbers
 - Vehicle details include vehicle type, number, color and model etc. (if they are carrying it to the venue)
- Third Party vendors coming for arrangements and set up are required to carry their CNICs and Company Identity Cards for security purposes.
- It will be ensured that no damage is caused to any item and property of the IBA. In case of damage, company will be responsible to replace the same.
- Company/Third Party vendors are required to wind up/carry away their stuffs within the same day of the event; after which IBA Administration Office will not be held responsible for any lost/damage items.

- Company/Third Party Photographers are required not to stand on the chairs/tables while capturing the event.
- Details of company representatives and vehicle/s (if you are carrying one to the campus) are required to be emailed to the CDC staffs at least 3 working days prior to the event.
- If VIP / Senior Govt. or Military Officials are invited, company is required to communicate this to IBA-CDC staffs well in advance. Company will be responsible for appropriate Protocol/Security arrangements and format/sequence for briefing the invited guests/speakers for maintaining the sanctity of event. Please make sure that they should not make any controversial statement on political, religious or any other sensitive issue on this platform.
- No one is allowed to bring weapons and ammunition except LEAs and the Security Persons, both of whom will be required to remain outside the premises of the Main Event Hall/Venue.

Participation of third party employment firms:

Third parties (employment agencies and search firms) may participate in our recruiting drives provided they follow our outlined policies and guidelines.

Acknowledgement Declaration:

I/We, on behalf of my company/organization, do hereby confirm that I/We have understood all of the above mentioned Terms and Conditions, agree that these are acceptable to our company/organization, and Affirm to abide by them.

Name of the Company: _____

Name of the Company Representative(s): _____

Designation(s): _____

Date: _____ E-Signature: _____