

Recruiting at Ivey

2018-2019

- INTRODUCTION 2**
- RECRUITING CALENDAR & EVENTS..... 3**
 - Key Timing and Dates 3
 - Event Options..... 3
 - Additional Touch Points..... 4
 - Student Registration for Events..... 4
 - Off Campus Events 4
- RECRUITING PROCESS DETAILS 5**
 - Resumes 5
 - Job Postings..... 5
 - Interviews 5
 - Candidate Shortlists 6
 - Once CM Receives your Shortlist 7
- RECRUITING POLICIES AND IMPLICATIONS 7**
 - Extending Offers..... 7
 - Offer Sign Back Date..... 7
 - Memorandum of Understanding 7
 - Implications for Not Adhering to Ivey Recruiting Policies 8
 - Withdrawing an Offer..... 8
 - Student Reneging..... 8
- CAREER MANAGEMENT CONTACT INFORMATION 10**

Welcome to Recruitment at Ivey 2018-2019

At the Ivey Business School, we understand that recruiting the best candidates is one of the most important objectives in creating and sustaining a successful business. One of our primary goals as a Career Management (CM) office is to make it as easy as possible for you to successfully find candidates that are the right fit for your organization.

Last year, Ivey saw over 400 companies posting opportunities to both our graduating students and HBA students seeking summer internships. It is a busy place with more and more firms recognizing the great talent pool and easy access my team provides for our partner organizations.

The following pages outline our 2018-2019 recruiting policies and guidelines for our recruiting partners. We have worked with other top schools to define these standards and to ensure fair and equitable access to the diverse and talented Ivey student pool. Similarly, in our role bridging between organizations and students we have a Student Code of Conduct outlining expectations of our students, which we would be happy to share.

Thank you for your interest in partnering with Ivey. Should you have any questions, please don't hesitate to contact us. We look forward to working with you and your organization.



Sharon Irwin-Foulon
Executive Director
Career Management & Corporate Recruiting
(519) 850-2559
sfoulon@ivey.ca

RECRUITING CALENDAR & EVENTS

Key Timing and Dates:

To assist you in defining your recruiting timelines and dates, we have posted key recruiting timelines on our corporate website. This page, which highlights holidays, academic blackout periods and key recruiting dates, is updated regularly [on our website](#).

Due to the dynamic nature of student calendar planning, we encourage you to check this page often. If you have any questions or wish to discuss any of the dates outlined, please don't hesitate to contact us directly.

Event Options:

Branding opportunities with students is an important element of the recruiting experience. As such, we offer various options and activities so that you are able to customize your strategy to align with your objectives. We outline corporate information sessions as a key formalized access point offered during our recruiting seasons below, but more and more we are seeing firms utilize other options such as coffee chats, office hours and student run club activities as well to engage with students. Please discuss with your Client Relations Manager (CRM) which event format would best match with your firm's recruiting strategy.

1. **Corporate Information Sessions** – Typically hosted on campus, corporate information sessions are offered during designated timeslots outside of student classes. These events provide a great opportunity for you to showcase your firm, discuss the roles you are recruiting for and to network with students. Typical timing for these sessions includes lunchtime, early evening, and late evening.

Our department works to ensure that there are no competing firms hosting an event at the same time as your organization; optimizing student attendance and awareness for your firm.

Formalized on-campus information sessions for permanent and summer hiring begin in September and run throughout the fall and winter. Timing for these sessions is competitive by industry, so it is important that you discuss the timing for your session with your Client Relations Manager.

This year, both fall and summer recruiting communications are being launched simultaneously. The communication outlines event sign up processes in early spring (for both permanent and summer recruiting) each year. Exact dates, times and updated calendar details for each recruiting season will be provided to you through Career Management recruiting communications.

Additional Touch Points:

In addition to the formal Career Management recruiting initiative referenced above, there are many other on campus options and touch points that will enable you to build brand awareness and identify high potential candidates. Your Client Relations Manager will work closely with you and your team to help define your objectives and make specific recommendations tailored to your organization, ensuring you are participating in events and activities that make the most of your resources and create impact.

Student Registration for Events:

All students sign up for firm specific events via our online registration process, with registration closing 24 hours in advance of the event start time. As many corporate information sessions and firm-hosted networking events will involve catering, your Career Management contact will connect with you to provide registration updates. This will help you to predict probable attendance and to manage your resources accordingly.

Please contact your Client Relations Manager or Recruiting Logistics Coordinator should you have any questions about Ivey events.

Off Campus Events:

Some firms will opt to host their recruiting events at an off campus location. Our team is able to suggest some local venue options for off campus events; however, given that these are not managed directly by our department, venue booking, audio-visual requirements and catering are the responsibility of the host company.

If you are planning an off campus event, please be sure to connect with your Client Relations Manager or Recruiting Logistics Coordinator to assist in planning. In addition to providing recommendations for off campus venue options, they can help you determine a date and time that doesn't conflict with other functions (including class time) and optimizes your access to students.

RECRUITING PROCESS DETAILS

Outside of recruiting events, other important elements such as resumes, job postings and interviews are critical access points to students. What follows are guidelines to help ensure your efforts are successful.

Resumes:

Student resumes are made available via our online resume database. In order to gain access, you will need to complete a one-time registration form and create a user profile and password. If you don't already have access, please contact your Career Management team for assistance, or [click here](#).

The database can be searched using various criteria and search fields to assist you in reaching the student profiles that best align with your recruiting needs.

Please Note: Career Management regards students' personal information as private and confidential and as such, we do not have access to grades. Transcripts are released by the students voluntarily through the company application process.

Job Postings:

In order to ensure maximum visibility to our students, we recommend that job postings be advertised for a minimum of two weeks. There are two ways to submit a job posting to us:

- a) To create a new posting, login to [your account here](#) and then click "Post a Job". Please fill out the form with all of the pertinent details and submit.
- b) If you already have an existing posting, you can submit it in Word or PDF format via email to us at: recruit@ivey.ca or directly to your Career Management team.

When submitting your job posting please be sure to include an application deadline date and your preferred application submission method (i.e. via email, company website or if you prefer us to collect applications on your behalf).

All job postings received are posted within two business days. Once the details are live, you will receive a confirmation email which will outline posting details for your records.

As with hosting recruiting events, timelines for posting opportunities is competitive by industry. During on campus recruiting seasons we recommend connecting with your Client Relations Manager to discuss timing and how to best align with your competitors. The combined spring and fall recruiting communications you receive will include launch dates for job postings and the first day for on campus interviews as a starting point for your planning.

Interviews:

In order to ensure students are well prepared for their interviews, have a reasonable amount of time to manage potential scheduling conflicts and provide absentee notice to their professors where applicable, our office has established timelines for receiving candidate shortlists and

providing finalized interview schedules. Not only are these timelines necessary from a logistical standpoint, they also help to ensure that the time your interviewing team spends at Ivey is time well spent. Please note that as part of their Student Code of Conduct, students are required to honour all scheduled first round interviews. Students are also expected to provide the firm and Career Management with a minimum of 48-hours' notice if they will not be accepting or participating in an interview, regardless of the reason (i.e. personal/medical or if they have already accepted an offer).

It is strongly recommended that all first round interviews be hosted on campus. Scheduling first round interviews at Ivey allows for the best opportunity to optimize schedules and potential conflicts, while at the same time, ensuring that you are able to meet with as many students on your shortlist as possible. Your Client Relations Manager is available to assist you in booking a specific date that coordinates with the timing of your information session/networking event, aligns with your competitors and allows for enough time to shortlist selected candidates.

If you choose to conduct interviews off campus, we are able to assist in scheduling candidates and managing your schedule. If you choose to do your own outreach and scheduling, please provide us with a copy of your finalized schedule and interview logistics. In addition, if you have any student cancellations or interview no shows, please be sure to contact us immediately. This will assist Career Management in working with students to manage their schedules and expectations appropriately and to ensure a maximum number of students are available on your firm's schedule.

Candidate Shortlists:

Please provide your candidate shortlist to your Career Management team a **minimum of three business days** prior to your interview date to ensure you see as many well prepared students as you had intended. This timing also allows time for to connect with students, coordinate interview schedules and resolve any conflicts that may arise due to prior commitments and curriculum requirements.

If for some reason you are not able to provide your shortlist in the timelines noted above, please contact your Career Management team directly to discuss.

Along with your shortlist of interview candidates, providing the following logistics will assist us in accurately building your interview schedule(s) in a timely fashion:

- Job title and location of the role (as you may have several postings for your firm)
- Interview format:
 - Standard (1 interview per candidate, 1 room)
 - Back-to-back (1 candidate, 2 interviews)
 - Other (please specify)
 - Interview start time, required breaks, and lunch duration

- Name/Title of interviewers and email contact information
- 3-5 alternate candidates (in rank order) in the event your first choices are unavailable

Once Career Management Receives your Shortlist:

We will work to provide you with a complete schedule of candidates for your interview day and make every effort to manage student conflicts within the interview schedules. Again, please ensure to include 3-5 alternate candidate choices so that in the event of a conflict, we can make sure you have a full interview day for your recruiting team.

We will email a final schedule, confirmed room locations, campus map and directions to your team no later than **one business day** prior to your interviews. For off campus interview schedules, the same timelines apply.

RECRUITING POLICIES AND IMPLICATIONS

At Ivey, we work to ensure a fair and equitable recruiting process with our recruiting partners and students. To do so, recruiting timelines have been put in place to promote a shared understanding of recruiting practices for both recruiters and students. Career Management will investigate any alleged infractions and evaluate each situation on a case-by-case basis.

Extending Offers:

We recognize that extending an offer to a candidate is a significant commitment, particularly given that the market is very competitive and organizations want to secure the best talent possible. However, extending a time sensitive or “exploding” offer, (defined as providing unreasonably short deadlines for a decision) puts pressure on students. This can lead to premature decisions that are not always in the best interest of the employer or the student.

Offer Sign Back Date:

For each recruiting season, all firms are required to leave their offers open until Ivey’s designated offer sign back date(s). These date, which are established to ensure a reasonable amount of time for students to manage their recruiting activities and decision making process, is determined each recruiting season and communicated to both firms and students through various methods. When establishing our offer sign back date, timelines are reviewed and discussed with our Program Offices and recommendations from our recruiting partners are taken into consideration.

Memorandum of Understanding:

All firms who participate in Ivey recruiting activities are required to acknowledge and sign off on their understanding of our offer sign back date, as well as the potential implications for not adhering to these timelines. The Memorandum of Understanding addresses three key elements (outlined below) and is included in the recruiting communications received in spring and fall, as well as when accessing our resume database and/or posting a job opportunity to students.

- Acknowledgement that all offers for new hires (i.e. Those who have not previously worked at your firm) need to remain open at a minimum, until the designated offer sign back date.
- Recognition that not adhering to the offer sign back date will result in suspension of recruiting privileges at Ivey for one calendar year.
- Understanding that students must adhere to the Ivey Student Code of Conduct and the Career Management code of conduct, and that pressuring students into signing offers before the designated offer sign back date may result in a breach of these codes and potential penalties to the student, including a loss of academic honours.

When extending offers after the designated offer sign back date, we strongly encourage leaving them open for a minimum of 5 business days. This helps ensure students have ample time to consider their options while staying within the Student Code of Conduct they signed and are obligated to. If a student is taking an unreasonably long time to respond to an offer, or not responding to your recruiting representatives, please contact your Client Relations Manager so we can assist in addressing the issue directly with the student.

Implications for Not Adhering to Ivey Recruiting Policies:

As per the Memorandum of Understanding, asking students to sign back an offer prior to the offer sign back date will result in suspension of recruiting privileges at Ivey for one calendar year.

The goal of our memorandum and policies around timelines is to provide all recruiting partners with equitable access to talent and ensure a fair process that takes into consideration the needs and requirements of all stakeholders, including students, recruiters, faculty and alumni.

We believe that the combination of the Student Code of Conduct and Memorandum of Understanding will enable our recruiting partners to achieve their on campus objectives, while continuing to foster strong, long term relationships at the Ivey Business School.

Withdrawing an Offer:

Retracting job offers that have been formally extended to or accepted by students creates serious concern for the current student population and subsequently, negatively impacts the on campus branding of your company. Working with your firm to establish and maintain a positive reputation among students is a critical piece of our recruiting partnership and will help lead to future recruiting success. We strongly suggest that if your company is considering withdrawing an offer, you notify your Client Relations Manager as soon as possible so we can discuss the situation, potential solutions and student communication plans

Student Reneging:

As representatives of the Ivey community, we advise students to cease interviewing for other jobs once they have accepted an offer. We also advise students under their Student Code of

Conduct that renegeing on a job acceptance is unacceptable. These types of actions have the potential to jeopardize future opportunities with a particular firm, as well as have longer term implications on our school's recruiting relationship.

If a student accepts and subsequently reneges an offer, or shows concern about his or her employment decision, we ask that you notify your Client Relations Manager immediately so that we can thoroughly review the situation and take appropriate action directly with the student.

CAREER MANAGEMENT CONTACT INFORMATION

Mailing Address

Ivey Career Management, Ivey Business School, 2nd Floor
1255 Western Road
London, ON
N6G 0N1

General Inquiries:

Telephone: 519-661-3270
Office Hours: Monday – Friday, 8:30am – 4:30pm
Email: recruit@ivey.ca

Visit Our Website:

www.ivey.uwo.ca/recruiter