

This Statement of Professional Standards is designed to ensure that recruiters and students have an opportunity to explore all available options and make the best possible choices during the recruiting process. We appreciate your co-operation and ask that you share this Statement with all employees of your organisation who are involved in recruiting at London Business School. All companies recruiting through Career Services are expected to comply with these Professional Standards. If your company encounters any difficulties in implementing any provision in these Standards, please contact a member of the Career Services team.

1. Equal Opportunities Policy

London Business School is committed to equal opportunities for its students irrespective of race, religion, political belief, sex, sexual orientation, marital status or physical disability. We expect companies that recruit at London Business School to adhere to this policy and we will only work with employers whose practices are consistent with this policy.

2. Presentations and Recruiting Events

In order to ensure that all students have an opportunity to participate in events and focus on academic work, we require that you conduct your recruiting within the dates set out on the recruiting calendar. This calendar can be obtained from Career Services.

Barring extreme circumstances, we do not schedule company presentations or on-campus recruiting events during student class times. Prior to planning events off campus (receptions, dinners, assessment centres, etc.), we request that you liaise with Career Services in order to avoid conflicts with classes, other recruiting events, examinations or holiday periods.

3. Candidate selection

Many students attend London Business School with the aspiration of making a significant career change in sector, function and/or geography. We encourage companies to keep an open mind when considering student applications and to consider relevant skills and motivation in addition to prior experience.

4. Interviews

We recommend that companies do not begin interviewing students until at least three weeks after they have presented on campus. This allows sufficient time for students to submit applications as well as allowing the company time to make thoughtful short-list decisions. Career Services will work with your company to set appropriate deadlines. Please give students sufficient notification of selection for an interview. This should ideally be no less than one week. Please also be mindful of our students' programme commitments when scheduling interviews and try, where possible, to work with interviewees to agree a time and place which works for both parties. Companies should keep Career Services informed of which students they have selected for interview and the outcome of these interviews.

5. Decisions

Timely response from a company regarding application status strongly shapes students' perceptions and is a powerful determinant of a company's reputation on campus. We expect you promptly to notify students of their success or failure after:

- **An application is submitted**
- **An interview is conducted**

Companies operating a wait list should inform students of their status at the same time as offers are made.

6. Disclosure of Grades

London Business School's admissions criteria encompass a rigorous evaluation of each applicant's educational background, intellectual capabilities, professional experience and global outlook. Successful completion of a programme at London Business School signifies each participant's academic success, management potential and cultural awareness. The School treats its students' grades as confidential information and has therefore adopted a policy of grade non-disclosure.

7. Peer Evaluation

Recruiters should not ask students to comment on other students.

8. Offers of Employment

Time for offer consideration

To ensure that students have an opportunity to make a thoughtful decision regarding employment offers, we have established the following decision deadlines:

- A full-time offer resulting from a summer internship/project must be kept open until Friday, 16 November 2007 or for at least 4 weeks whichever date is later.
- Full time offers – members of the class of 2008: Must be kept open until Friday, 7 December 2007 or for at least 4 weeks from the offer date whichever date is later.
- Members of the first-year class of 2009 should not be required to accept offers before Friday, February 29 2008, or three weeks after the offer is made, whichever date is later. For previous employees, students and companies may determine a mutually agreeable decision date.

No "exploding" offers

Job offers containing incentives, such as bonuses or tuition reimbursement, must remain open in their entirety until the decision dates listed above. It is not advisable to pressurise students into making hasty employment decisions.

Companies are expected to honour all offers

Companies should not withdraw a job offer once made. If the need to withdraw an offer arises, please contact the Director of Career Services. Withdrawing a job offer made to one of our students will damage your company's reputation within the London Business School community.

Students are expected to honour all job acceptances

A student who reneges on a job acceptance commits a breach of the Statement of Professional Standards for Students. If a student who has accepted a job offer from you expresses concern about his or her employment decision, please let us know and we will try to assist where possible.

9. Breaches

Breaches of these Professional Standards may be published to the London Business School community and/or shared with other schools. They may also result in exclusion from participation in future recruitment activities.