London Business School Career Centre
Statement of Professional Standards for Recruiters
2018/19 Academic Year

This Statement of Professional Standards is designed to ensure that employers and students have an opportunity to explore all available options and make the best possible choices during the recruiting process.

We appreciate your cooperation 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 Centre are expected to comply with these Professional Standards. Students are also expected to abide by an equivalent set of standards.

If your company encounters any difficulties in implementing any provision in these Standards, please contact a member of the Career Centre team.

These standards include three sections:

- General Standards
  - Equal Opportunities
  - Data Protection Policy
  - Application Policy
  - Presentation Scheduling
  - Interview Scheduling
  - Communicating Decisions
  - Managing Offers
  - Disclosure of Grades
  - Peer Evaluation
  - Headhunters/Recruitment Firms
  - Invoices
  - Breaches

- Timelines for Hiring at Mid Careers (MBA/MiF) Level
  - Recruitment Events
  - Interviews
  - Decisions and Offers
  - Internship Start Dates

- Timelines for Hiring at Early Careers Level
  - Recruitment Events
  - Interviews
  - Decisions and Offers

Further information

If you have any questions or require further information about these policies please contact the Career Centre Team on +44 (0)20 7000 7400 or email careercentre@london.edu.

Last Revised 01 May 2018
General Standards

1. Equal Opportunities
   London Business School is committed to equal opportunities for its students irrespective of race, age, religion, political belief, sex, sexual orientation, marital status or 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. Data Protection
   Please note that the use of Recruitment Systems is subject to the relevant data protection laws and regulations. Student CVs and personal information therein is confidential and is to be used for recruitment purposes only and must not be shared with third parties unless authorised by London Business School or the student concerned. It should only be retained for the period necessary for the recruitment process.

3. Application Policy
   In an effort to provide you with a diverse pool of top quality candidates, all job postings will be accessible to students on all relevant degree programmes as well as full-time students from the previous graduating class that are still seeking opportunities, unless otherwise requested by your company.

   We encourage all companies to consider students of all nationalities. Recruiting non-EU students from London Business School is a straightforward process. For internship roles all students on a Tier 4 visa are permitted to work full-time during vacations or breaks in their studies and on a part-time basis during term time. For full-time positions, our students are exempt from the Resident Labour Market Test and there is no cap or quota on the number of full-time degree programme students you can recruit. We will not filter applications on your behalf on the basis of nationality.

4. Presentation Scheduling
   We aim to allocate presentation slots on the basis of preferred dates where possible but we do ask that recruiters show flexibility in the dates that they request. Where there are conflicts, the allocation of presentation dates will be based on availability, recruiter requests, past recruitment history with London Business School and student aspirations.

   Presentations will only be advertised to students if Career Centre receive a job posting before the presentation with an application deadline after the presentation.

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

   Employers are required to request their catering needs - both the menus and numbers - to Career Centre at least one week before the presentation date. If this is not received within this timescale Career Centre will order the standard catering menu for the number of students signed up and recruiters will be charged accordingly.

   Due to limited facilities on campus, Career Centre cannot distribute hard copy promotional material prior to the day of an event.

5. Interview Scheduling
   We aim to allocate interview slots on the basis of preferred dates where possible but we do ask that recruiters show flexibility in the dates that they request. Where there are conflicts, the allocation of interview dates will be based on availability, recruiter requests, past recruitment history with London Business School and student aspirations.

   Employers can choose to either schedule the interviews themselves or we can assist with scheduling. In either case, we strongly advise employers to communicate to the
shortlisted students 5 days before the interview dates. This allows time for students to try and resolve any availability or process issues.

If we are scheduling interviews on your behalf and we have not received your short list by 5 days prior to the intended interview dates, we may cancel your interview schedule and ask that you rebook for later in the season.

Career Centre should receive the shortlists of all students to be interviewed regardless of interview location or how scheduling is completed. This helps us to monitor and mitigate against potential clashes.

6. Communicating Decisions
Timely responses from a company regarding recruitment status – whether students have been successful or not - strongly shapes students’ perceptions and is a powerful determinant of a company's reputation on campus. We expect you to notify students promptly of their success or otherwise at the application, interview or offer stage.

In order to maintain the integrity of your relationship with the students and to avoid any potential complications, these communications must come directly from the employer and not via Career Centre.

7. Managing Offers
Companies should not withdraw a job offer once made. This includes alterations to the terms of the offer eg role, geography, pay, title or duration (in the case of internships/projects). If the need to withdraw or alter an offer arises, please contact the Head of Employer Engagement within the Career Centre to discuss. Withdrawing or altering a job offer made to one of our students will damage your company's reputation within the London Business School community and we reserve the right to share details of the breach with students.

Students are expected to honour all job acceptances. Any student who reneges on a job acceptance commits a breach of the Statement of Professional Standards for Students. Their actions will be reported to the Associate Dean and his/her student and/or alumni status with Career Centre will be at risk of being revoked. 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.

Please note all offer contracts must be between the employer and the student, not London Business School.

8. 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. Job postings on our Career Central system may not ask for academic transcripts.

9. Peer Evaluation
Recruiters should not ask students to comment on other students.

10. Headhunters/Recruitment Firms
All Headhunting/Recruitment firms recruiting London Business School students must adhere to this policy, as well as to their own code of conduct (for many Headhunting firms, this will be the Association of Executive Search Consultants). They must ensure honesty, accuracy and respect for candidate confidentiality at all stages, including only providing confidential candidate data to the client with the candidate’s prior consent. The firm should only present the candidate to more than one client if the candidate has agreed to this.
11. Invoices
Invoices for catering or event participation sent to you by London Business School should be paid within 30 days, in accordance with the due date and our terms and conditions, please refer any questions to Accounts on +44 (0) 20 7000 7160.

12. 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.
Timelines for Hiring at Mid-Career (MBA/MiF) level

13. Recruitment Events

In order to ensure that all students have an opportunity to participate in recruitment events and focus on academic work, we have established timelines for presentations.

Formal recruitment presentations for full time roles for graduating students may not commence until **Monday 17 September 2018**.

Formal recruitment presentations for summer internships and projects may not commence until **Thursday 3 January 2019**.

Exceptions may be made by Career Centre in regards to international offices only.

We would also encourage companies to connect with our professional clubs for student club-sponsored educational events such as themed speaker series, panels and case studies which can commence in the Autumn term.

14. Interviews

On-campus interviewing for students graduating for full-time positions may not commence until **Monday 24 September 2018** for all employers.

Interviews for summer internship may not commence until **Thursday 10 January 2019**. Some exceptions may be made for international recruiters during the October - December trek period prior to Christmas.

To give students a reasonable amount of time to take part in first round interviews, companies are asked not to extend an invitation for second round interviews until three days after their first round interview date.

To help avoid potential second round interview clashes, Career Centre must be kept informed of second round interview dates and students should be offered at least one alternative date/time that does not conflict with class time. Companies should be as flexible as possible in dates and time slots that they offer for second round interviews.

15. Offers

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

Offers for full-time jobs upon graduation must be kept open until **Friday 30 November 2018** or for at least 4 weeks after a **written** offer is received, whichever date is later.

A permanent job offer resulting from a summer internship/project or previous employer must be kept open until **Friday 16 November 2018**, or for at least 4 weeks after a **written** offer is received, whichever date is later. The offer must remain open in its entirety, without penalty, until the decision date.

Offers for summer internship/projects (verbal or written) cannot be made until **Monday 21 January 2019 5:00pm**.

Offers for summer internship/projects must be kept open until **Monday 18 February 2019**, or three weeks after the **written** offer is received, whichever date is later.

We recommend that all our overseas recruiters adhere by our policy to ensure that when an offer is made, students have adequate time to reflect and respond. Therefore, all offers should be kept open for three weeks after the **written** offer is received or in line with the bullet points above, whichever date is later. Please contact Career Centre if you are unable to adhere to this policy for a specific role.
16. Internship Start Dates
The final date of the Summer Term for our MBA students is Friday 16 June 2019. We ask that you bear this in mind when arranging any internship programmes. Asking students to start any earlier than that can cause significant issues around the sitting of exams and may even lead to students failing an element of their programme.

Students on the Masters in Finance programme take electives rather than core classes in the Summer term so there is no specific end of term date. We advise them that if they are looking to undertake a structured internship over the Summer they should ensure that they have completed their courses by Friday 16 June 2019, in line with the MBA.

Timelines for Hiring at Early-Career (MiM/MFA) level

17. Recruitment Events
Formal recruitment presentations may not commence until Monday 1 October 2018.

18. Interviews
Interviews should be scheduled outside of exam time (typically early December) wherever possible. Should scheduling during this period be unavoidable please let the relevant Sector Lead know. Shortlisted students should also not be penalised for not being able to attend an interview due to exams.

19. Offers
It is recommended that Early Careers students are given at least 14 days from receipt of their written offer in which to make a decision.

Job offers containing incentives, such as bonuses or tuition reimbursement, must remain open in their entirety for 14 days after the offer is made. It is not advisable to pressurise students into making hasty employment decisions.

20. Internship Start Dates
The final date of the Summer Term for our Masters in Management students is Friday 5 July 2019, although most also look to attend the graduation ceremonies on either 11 or 12 July 2019.

Students on the Masters in Finance Analysis programme take electives rather than core classes in the Summer term so there is no specific end of term date. We advise them that if they are looking to undertake a structured internship over the Summer they should ensure that they have completed their courses in time.

Asking students to start an internship before they have completed their course can cause significant issues around the sitting of exams and may even lead to students failing an element of their programme.