London Business School Career Services
Statement of Professional Standards for Recruiters
2014/2015 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 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.

For our Master in Management programme policy statements 1-2 and 6-9 are applicable. Please see the bottom of this document for Masters in Management specific policies with regards to recruitment events, interviews and offers.

1. Equal Opportunities and Data Protection Policy

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.

Please note that the use of Recruitment Systems is subject to UK Data protection Act of 1998 (revised in 2003); 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.

2. 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.

3. Recruitment Events

In order to ensure that all students have an opportunity to participate in recruitment events and focus on academic work, we require that you conduct your recruiting within the dates set out in the recruitment calendar on our website:

www.london.edu/recruitourtalent/

Formal recruitment presentations may not commence for full time roles for graduating students until September 29, 2014 (September 15, 2014 for Corporate Partners).

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

Formal recruitment presentations may not commence for summer internships and projects until January 12, 2015, or January 5 2015 for Corporate Partners. Exceptions may be made by Career Services in regards to international offices only.

As of May 2014
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.

We do not schedule company presentations or recruiting events during student class times except in extenuating circumstances. 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.

**Scheduling a presentation date**

The allocation of presentation dates will be based on availability, recruiter requests and past recruitment history with London Business School. There is an early presentation period dedicated to Corporate Partners.

**Advertising of presentations to students**

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

**Logistics**

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

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

4. **Interviews**

**Interviewing our graduating students for full-time roles**

On-campus interviewing begins Monday, October 20, 2014 for all employers, preceded by a Corporate Partner period starting from October 8.

**Interviewing our students for summer internships and project roles**

Summer internship interviews may not begin prior to Wednesday, February 2, 2014 (January 21 for Corporate Partners). Some exceptions may be made for international recruiters during the December trek period just prior to Christmas.

**Allocation of interview dates and space**

The allocation of dates will be based on employer requests and past recruitment history with London Business School. Interviews can take place in company offices or on campus by prior request and arrangement.

**Scheduling your interviews**

Employers have a number of options regarding the scheduling of their interviews. If employers request to interview on campus there are two scheduling options:

1. Use your own interview scheduling system
2. Use our free 24/7 online, self-service interview scheduling system on Career Central.

To assist employers schedule their interviews we also have an online Recruitment Services screencast and a Recruitment Events Team (recruitmentevents@london.edu & 020 7000 7409) to guide recruiters through the process.

We strongly advise employers to communicate to the shortlisted students 5 days before the interview dates. This should allow enough time for any availability or process issues to be resolved.

Career Services should receive the shortlists of students to be interviewed for our awareness regardless of where students are interviewed and how scheduling is completed.

As of May 2014
Invitations to Second Round Interviews
It is recommended that in order to give students a suitable amount of time to undertake first round interviews, companies do not extend an invitation for second round interviews until three days after their first round interview date. In order to facilitate the second round interview, Career Services must be kept informed of second round interview dates and students should be offered at least one alternative date and 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.

5. Decisions and Offers

Decisions
Timely response 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 promptly notify students of their success or otherwise at 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 Services.

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 graduating jobs: A graduating job offer must be kept open until Friday, 5 December 2014 or for at least 4 weeks after a written offer is received, whichever date is later. A permanent job offer from a summer internship/project or previous employer must be kept open until Friday, 14 November 2014, 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 internships and summer projects: All companies are required to observe a summer internship / project earliest offer date – these offers (verbal or written) cannot be made until the end of the Corporate Partners first round interview period: Friday 30 January 2015 5:00pm. A summer internship / project offer must be kept open until Friday, 20 February 2015, or three weeks after the written offer is received, whichever date is later. For previous employees, students and companies may determine a mutually agreeable decision date.

Companies should not withdraw a job offer once made. This includes alterations to the terms of the offer such as 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 Director of Career Services. 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 Services 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.

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

7. **Peer Evaluation**

Recruiters should not ask students to comment on other students.

8. **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.

9. **Headhunting/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.

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**Policy for Masters in Management recruitment only**

1. **Recruitment Events and On Campus Presentations**

   - **Timings and Format**
     Recruitment for Masters in Management (MiM) students should be arranged directly with the Masters in Management Recruiter Lead in Career Services. Format and timing of MiM events will be coordinated with their broader curriculum to ensure there are no clashes with classes or other activities.

   - **Advertising of Presentation to Students**
     No presentation will be advertised to students without Career Services receiving a job posting.

   - **Logistics**
     *Catering* - If catering is required for MiM events, this should be arranged directly with the MiM Recruiter Lead.
     *Promotional Material* - Due to limited facilities on campus, Career Services can not distribute promotional material prior to the day of an event.

2. **Interviews**

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

As of May 2014
3. Offers of Employment

To ensure students have an opportunity to make a thoughtful decision regarding employment offers we have established the following recommended guidelines.

- **Offer Acceptance Deadlines**
  It is recommended that MiM students are given at least 14 days from receipt of their written offer in which to make a decision.

- **No “exploding” offers**
  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.

- **Companies honour 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 honour acceptances**
  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.

  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.

**Further information**

If you have any questions or require further information about the above policies (general or Masters in Management) please contact the Career Services Team on +44 (0)20 7000 7400 or email careerservices@london.edu.