Presentation on Placement Process, Policies & Website

INDIAN SCHOOL OF BUSINESS

By Team CAS

For the Class of 2020
Agenda

➢ Final Interview Form (FIF)
➢ Placement Policies
➢ Placement Process
➢ Portal Navigation
Final Interview Form

Career Advancement Services
Final Interview Form for the Student of the Class of 2020

Company’s Name: ____________________________

Student’s Name: ____________________________ PGID: ____________________________

Part One: Confirmation of discussions during Final Interview

Designation: ____________________________ (As will appear in the company offer letter)
Role / Function / Dept: ____________________________
Location: ____________________________

Joining Date: ____________________________

<table>
<thead>
<tr>
<th>Fixed Pay: (excluding gratuity)</th>
<th>Joining Bonus:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable Pay: (annual)</td>
<td>Bonus Paid between signing offer &amp; 1 month of joining. Please specify all conditions for the Joining Bonus.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loyalty Bonus:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Bonus Paid on completion of specified time after joining. Please specify all conditions for Loyalty bonus.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total CTC (per annum):</th>
</tr>
</thead>
</table>

Negotiated: [ ] Yes [ ] No

Offer Acceptance Deadline (Date / Time): ____________________________

Company’s Signature: ____________________________

Part Two: Confirmation of terms by the student

The student’s signature confirms that s/he has fully understood the terms on which the company may make an offer. If an offer is made by the company the student will receive it as one of the two offers which s/he is eligible for.

Student Signature: ____________________________ Date: ____________________________

Part Three: Confirmation of offer by the company

The company representative’s signature here confirms that the company is making an offer to the student on the above terms. The signed form is to be handed over to CAS for making the formal announcement.

Name: ____________________________ Signature: ____________________________

Designation: ____________________________ Date: ____________________________

NOTE: Offer reneege policy will be applicable – for details, check policy document’
Indian School of Business
Part Four: Acceptance of offer by the student

I am accepting this offer on the above terms and confirm that I am not in the placement process any more. I will be joining the company on ________________

Student Signature: __________________________________________

Date: ______________________________________________________

Time: ______________________________________________________
Career Advancement Services
(Blue Tag) Final Interview Form for the Student of the Class of 2020

Company’s Name: __________________________
Student’s Name: ___________________________ PGID: __________________________

Part One: Particulars of Job Posting & CTC

This Job Profile has been listed as a “Blue Tag” Job Posting. Students applying to “Blue Tag” Jobs are aware that the terms are non-negotiable and do not require a Student’s signature at the FIF stage. If an offer is made by the company the student will receive it as one of the two offers which s/he is eligible for.

Designation: ____________________________ (As will appear in the company offer letter)
Role Function: ___________________________
Location: ____________________________ Joining Date: ___________________________

<table>
<thead>
<tr>
<th>Fixed Pay: (excluding gratuity)</th>
<th>Joining Bonus:</th>
<th>Loyalty Bonus:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bonus paid between signing offer &amp; 1 month of joining. Please specify all conditions for the Joining Bonus.</td>
<td>Deferred Bonus paid on completion of specified time after joining. Please specify all conditions for Loyalty bonus.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Variable Pay: (annual)</th>
<th>ESOPs:</th>
<th>Others:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please provide details of ESOPs.</td>
<td></td>
</tr>
</tbody>
</table>

Total CTC (per annum): __________________________

Offer Acceptance Dead line (Date / Time): __________________________

Part Two: Not applicable

Part Three: Confirmation of offer by the company

The company representative’s signature here confirms that the company is making an offer to the student on the above terms. The signed form is to be handed over to CAS for making the formal announcement.

Name: ___________________________ Signature: ___________________________
Designation: ___________________________ Date: ___________________________

NOTE: Offer renege policy will be applicable – for details, check policy document

Indian School of Business
**INTENT TO SIGNOUT OF THE PLACEMENT PROCESS**  
Class of 2020

**SIGNOUT CONSENT FORM**

I hereby declare that I wish to sign out from the placement process for the class of 2020 and will abide by the rules of the “Student Policies – Class of 2020”.

**Details** | **Responses**
--- | ---
Received an off Campus offer | Yes / No
Name of the Organization you are joining post ISB |  
Date of joining |  
Designation in the Organization |  
Location |  
Salary offered |  

Signature & Date

Indian School of Business
Registered office: Dachibowli, Hyderabad - 500 032, Telangana, India.  
Ph. +91 40 2500 7000, Fax: +91 40 2500 7000, www.isb.edu
Mohali Campus: Knowledge City, Sector 81, SAS Nagar, Mohali - 140 062, Punjab, India. Ph. +91 172 468 0000
Corporate Identity Number: U60100TG1996NP008631
Placement Process:

- Pre Placement Offers – November 14, 2019 (ELP)
- PPTs – 1st Aug 2019 to 30th Dec 2019

Offer Eligibility - 02 offers per student

Out of the Placement Process:
- If receives two offers
- If accepts one
- If receives two and decline both
# Placement Schedule for Co 2020

<table>
<thead>
<tr>
<th>Placement Day</th>
<th>Campus</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Placement Dates</td>
<td>Days</td>
</tr>
<tr>
<td>International Day</td>
<td>Hyderabad</td>
<td>16-Nov-19</td>
</tr>
<tr>
<td>Day 1 Pre-Process</td>
<td>Hyderabad</td>
<td>17-Nov-19</td>
</tr>
<tr>
<td>Day 1.1</td>
<td>Hyderabad</td>
<td>18-Nov-19</td>
</tr>
<tr>
<td>Day 1.2</td>
<td>Hyderabad</td>
<td>19-Nov-19</td>
</tr>
<tr>
<td>Day 1.3 + Offer Opening for Int'l &amp; PPO also</td>
<td>Hyderabad</td>
<td>20-Nov-19</td>
</tr>
<tr>
<td>Rolling Placements</td>
<td>Hyderabad</td>
<td>21-Nov-19</td>
</tr>
<tr>
<td>Rolling Placements</td>
<td>Hyderabad</td>
<td>22-Nov-19</td>
</tr>
<tr>
<td>Rolling Placements</td>
<td>Hyderabad</td>
<td>23-Nov-19</td>
</tr>
<tr>
<td>Rolling Placements</td>
<td>Hyderabad</td>
<td>24-Nov-19</td>
</tr>
<tr>
<td>Rolling Placements</td>
<td>Hyderabad</td>
<td>25-Nov-19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>26-Nov-19</td>
</tr>
</tbody>
</table>
For Domestic Recruitment:

- The maximum number of rolling live application counters for a student would be restricted as mentioned in the table below.
- At the end of Day 1, or subsequently, any student who has 2 or more offers (includes international offers) or accepts 1 offer or rejects both offers, will be deemed to have moved out of the placement process.

Job wise or Company wise counters:

Every job at the time of posting is tagged as Job wise or company wise. Tagging of a job as job wise or company wise is decided by the company and not by CAS. Company may decide to change from one type to other during the placement process.

Job wise means – every job of a company will consume one application counter.
Eg: if company A posts 2 jobs and is tagged as jobwise counter, and if a student wishes to apply to both the jobs, 2 live counters are consumed

Company wise means – even if a student applies to multiple jobs of the same company, only one counter is consumed for that specific placement day.
Eg: if company B posts 2 jobs and tagged as company wise, and if a student wishes to apply to both the jobs, only 1 live counter is consumed for that placement day. If the jobs are for different placement days, one more counter will be used for that (another) placement day.
An application in either of the below stages, is considered to be a blocked counter.

**a. In-process,  b. Shortlisted  c. Waitlisted**

- Once application **not shortlisted** - application **counter gets released** - student can apply for another job.
- Company wise counter - multiple jobs applied – counter released only when **all not shortlisted**, only one not shortlisted – counter not released - This is calculated separately for every placement day.
- **Attend 20 PPTs/sessions** - get to cover 1 **counter** - which was lost by virtue of not attending PPT/sessions or study treks. Further for every 10 more PPT attendances, student will get 1 more counter replenished i.e. 2 counters after completing 30 PPTs
- **Each student eligible for 3 (Domestic + International) AOs** - count reaches 3 - no access to placement portal. Write to Director, CAS and get permission to apply to specific jobs. Discretion of the CAS Director is final.
Student Policies – Co2020

For International Recruitment:
• The maximum number of rolling live international application counters for a student is 5.

• International Placements Day will be held before Day 1. On this day student can get 1 offer only (whichever finishes the pre-process first).

• Once a student signs the first AO (2nd part of Final Interview Form or complete final round of Blue Tag job) or the company releases the first AO, his/her international process is deemed to be completed.

• Signing on the second part of the AO or attending final round of the blue tag job by a student need not result to an offer.

• After day 1 once all the international and domestic offers are opened if the student is still in placement process, s/he can apply to International jobs, even if he had been out of International placements before day1, as per the 1 AO policy (i.e.) if the student does not get any offer by end of Day 1, or get only 1 domestic offer and declines it. Any offer received after Day 1 will be opened and closed on the same day.

For Domestic Recruitment:
• The Company wise / job wise live counter
• Resume Policy
• CGPA Policy
• Startup Policy
• Exchange Student Policy
• Inter campus travel Policy
The ISB Placement Honor Code is applicable during the entire placement process. Consistent with The ISB’s core values and beliefs, CAS Office expects all students to maintain the highest standards of ethics, integrity and professionalism in dealing with recruiters. As an ISB Student participating in the placement process

• Student should represent himself/herself in a truthful manner. An example of violation of this clause includes falsifying the information in the resume. Falsified information may include positions held; honours obtained; experience claimed; role played in ELP/PAEV etc. Resumes are subject to random checks. Any suspected case will be referred to the placement honour code committee.

The possible offences can be categorized into three levels:

• **Level 1 – Not attending PPT’s** even if the student has registered or assigned, not adhering to the dress code and misbehavior during the PPT or walking out of the PPT when the session is On or happening. In such cases the rolling application counter for the student reduces by 1.

• **Level 2 – Soliciting recruiters** who are maintaining a line of contact with CAS and students trying to present his/her own case to the company. In such cases the application counter will be reduced by 2.

• **Level 3** – (a) **Falsifying information** in the resume. Falsified information may include positions held; honours obtained; experience claimed; role played in ELP/PAEV etc. Resumes are subject to random checks and recruiter feedback on such misrepresentation will also be subjected to scrutiny. (b) Any attempt to negotiate on blue tag job posting. (c) Any other cases not mentioned above but effect the relationship with the recruiter or the image of the school will also be covered as Level 3 violations. In such cases, the student will be debarred from the placement process.
Students who fail to apply for jobs on the portal for **30 days** will be moved out of placements.

Students who have been **shortlisted for 25 jobs** and still not able to get offers will be moved out of placements.

Students who have **less than 15 applications** overall as per the cutoff date will be considered out of Placements.

Students who have **less than 10 applications** after **Placement Week** by the cutoff date will be deemed to be out of Placements.

After Placement Week, students who fail twice to complete the assignments or cases given by the companies post shortlist announcement are subject to honor code policy and they will be moved out of placements.

Student will be **allowed only for 6 Shortlist after the placement week**. This condition is valid if the student has availability in overall 25 shortlist option.

Cut off dates

Student should personally uphold and abide, in theory and practice, the values, purpose, and rules of The ISB Placement Honor Code

Student should report all significant violations to the Placement Honour Code Committee. The committee comprises of Director CAC (Career Advancement Council), 1 members of CAC Core team, 1 member of GSB core (Graduate Student Body), Associate Director PM (Program Manager), Associate Director EM (Execution Managers), and Director CAS.

Student should respect the rights of all in The ISB community

Upload/Withdraw/Re-apply applications (if required), before deadline - **10:00 AM**

Application only in PDF version (Word to PDF converter)

Save the application (EOI + Resume) with the First_Last name_PGID before uploading
Student Policies – Co2020

➢ Auto-mailers at the time of:
  ➢ Policy Acceptance & Consent Form upload
  ➢ CAS Activation
  ➢ Recruiter Registration
  ➢ New Job Posting/Updated Job Posting
  ➢ Jobs when Bookmarked (18 hours before the deadline)
  ➢ Application Upload/Re-apply/withdrawn/
  ➢ Shortlist / Not shortlist / Waitlist
  ➢ Upon receiving an Offer
  ➢ Acceptance/Decline
  ➢ Exit Process – uploading a wrong document instead of offer letter
    (Offer letter received from the company has to be uploaded)

➢ Escalation grid – cas@isb.edu– Respond within one working day

<table>
<thead>
<tr>
<th>First Contact @ Hyd</th>
<th>Sampath Kumar</th>
<th><a href="mailto:Sampathkumar_tn@isb.edu">Sampathkumar_tn@isb.edu</a></th>
<th>7523</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Contact @ Moh</td>
<td>Ankush Sharma</td>
<td><a href="mailto:Ankush_Sharma@isb.edu">Ankush_Sharma@isb.edu</a></td>
<td>1890</td>
</tr>
<tr>
<td>Escalation</td>
<td>Kishore H</td>
<td><a href="mailto:H_Kishore@isb.edu">H_Kishore@isb.edu</a></td>
<td>7402</td>
</tr>
</tbody>
</table>
Placement Process - Website

**Recruiter**
- Registers
- PPT
- Posts Job
- Shortlist
- Interview
- Make Offer

**Website**
- Login ID & Password
- Broadcast PPT
- Broadcast Jobs
- Broadcast Shortlist
- Interview Schedule
- Broadcast Offer

**Student**
- Registers
- Student register for PPT
- View & Apply (5+(12+10)) rolling
- View Shortlist/N S can apply to new postings
- Attend Interview
- View & Accept/Reject Offer
Website flow for Students

➢ Log in and password – Same as Online Student profile application

➢ Please share 5 mandatory job roles

➢ Log in to read & accept the “Student Policies – Class of 2020”

➢ Click on “Will Participate” OR “Will not Participate” & Submit

➢ Upload your one page general resume (.pdf) without contact details

\textbf{Note: Resume should not have any contact details (campus, address, mobile, email id) Name also}

➢ Consent form to be uploaded in the portal as soft copy.
Website flow for Students

- CAS Activation Process: With in one working day
- View Pre – ISB information in the View Profile page after activation
- View & Apply for job postings
- Apply for a job posting before the deadline date – Server time
- View status of Shortlist\Not Shortlist\Waitlist \In Process Applications
- View the offer details (Upon Receiving FIF from Recruiter)
- Accept or Decline the offer made before the deadline
- **Soft copy of your FIF will be available after 15 days** of your acceptance on the portal.
- Upload offer letter (received from the company) for the exit clearance from CAS dept.
Student Login Page

Insert Login details

Click here to get Password Info
Mandatory to change Password

Enter Old Password
Enter New Password
Re-type New Password

Submit
Interested in the Interested Job Titles

This information is just an indication to the CAS team about your interests and not to restrict you. You can apply to other interested roles also.
As we move closer to the placement week, companies are going to ramp up efforts toward their visit to campus for final placements. Over 300 companies are expected to visit ISB over the next 6 months on campus to recruit you.

Chances are you haven’t been part of a career fair of this scale before and chances are you will never be again as well.

Campus placements have been happening at ISB since Class of 2002 and this will be the 19th placement cycle at ISB.

Inputs are taken at the end of each placement cycle from both recruiters and students on what worked well and what didn’t work well and is added to the policy document to ensure a degree of fairness.

The Final Interview Form (FIF) is the central document around which offer records revolve and is the equivalent of an agreement. It is a one-page document.

FIF Document – Annexure-1 (sample FIF/Blue Tag FIF)

The FIF form consists of 4 parts.

- Part 1 of the FIF is considered AO (acceptable offer) which contains the elements of the offer details discussed during the final interview, negotiated, along with the offer acceptance deadline and recruiter signature.
- Part 2 This part is valid only for the interviews happening during the placement week/s. Part 2 of the FIF contains the student’s signature confirming that s/he has fully understood the terms on which the company may make an offer. If an offer is made by the company the student will receive it as one of the two offers which s/he is eligible for. However, signing on Part 2 of the AO neither makes it mandatory for the student to accept the final offer nor the recruiter to make a final offer. Signature on Part 1, and Part 2, negotiated, of the FIF is not applicable for the Blue Tag Job postings.
- Part 3 The company representatives fill & sign here and submit the form to CAS (Career Advancement Services Department) confirms that the company is making an offer to the student on the above terms.
- CAS makes the formal announcement on the placement portal. As soon as the offer is broadcasted as per the official timelines, student offer counter reduces by 1. Student gives his/her decision of accepting the offer.

As the offer is broadcasted as per the official timelines, student offer counter reduces by 1. Student gives his/her decision of accepting the offer.
Upload General Resume – Accept Policies

Select the relevant radio button

Upload General Resume

Upload your general resume here

Click here

Note: Upload your general resume in PDF format without your contact details.

I would like to be part of the placement process. I would not like to be part of the placement process but would only like to view jobs.

I ACCEPT
INTENT TO PARTICIPATE / NOT PARTICIPATE IN PLACEMENTS Class of 2020

CONSENT FORM

I hereby declare that I intend to participate / not participate in the placement process for the Class of 2020, and will abide by the rules of the “Student Policies – Class of 2020” (Page No. 01 – 24) as set out by CAS in conjunction with the CAC.

Note: Use only Blue/Black ball point pen to fill the form.

Date

Full PGID

Full Name of the Student

Will Participate (Yes/No)

Tick one of the Pre - ISB Status below:

<table>
<thead>
<tr>
<th>Status</th>
<th>Tick the relevant one</th>
<th>Write the Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrepreneur</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resigned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sabbatical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsored</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self Employed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature:

Date:

Indian School of Business
### Fill in the details

<table>
<thead>
<tr>
<th>PGID</th>
<th>Student Name</th>
<th>Gender</th>
<th>Participate</th>
<th>Status</th>
<th>Submission Date</th>
<th>Online accepted</th>
<th>Online activated</th>
<th>Moved out of program</th>
<th>Other Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Male</td>
<td>Select</td>
<td></td>
<td>03/01/2016</td>
<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Upload soft copy of Consent Form**

Upload Consent form: Choose File

No file chosen

Update Consent Form Status
Upon Accepting the Policies

Dear Kumar,
Thank you for accepting the policies. CAS will activate your account within next working day and you will be able to apply for the jobs posted.

Team CAS

Upon CAS activating your account

Dear Kumar,
Your Login has been enabled by the Administrator.
You can log in to www.isb.edu/placement/student to access the Placements portal.

Team CAS
For all placement related queries, please write to cas@isb.edu

Quick Access Tabs

Dashboard

Region wise SPOC Details
For Any Changes, please email to cas@isb.edu
The list below displays all the jobs posted by recruiters. The jobs highlighted are the new jobs posted since your last login.

To apply for any job, click on the "Apply" button provided.

Before applying the job, check the resume.

Click here to apply

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Select</th>
<th>Company Name (click on the name to know more)</th>
<th>Industry</th>
<th>Job Title</th>
<th>CR Name</th>
<th>Group Function</th>
<th>Role Function</th>
<th>Job Posted On</th>
<th>Deadline</th>
<th>Expected Date of Shortlist</th>
<th>Apply</th>
<th>Bookmarked</th>
<th>Day</th>
<th>Counter Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>The Boston Consulting Group</td>
<td>Consulting</td>
<td>Senior Associate/Consultant</td>
<td>Sonal Waje</td>
<td>Consulting</td>
<td>Consulting</td>
<td>07-Sep-2018</td>
<td>14-Sep-2018</td>
<td>01-Aug-2018</td>
<td>APPLY NOW</td>
<td></td>
<td></td>
<td>Company</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Nani Industries</td>
<td>Manufacturing</td>
<td>Associate</td>
<td>Mandar Desai</td>
<td>Operations</td>
<td>Manufacturing</td>
<td>10-Sep-2018</td>
<td>28-Sep-2018</td>
<td>30-Sep-2018</td>
<td>APPLY NOW</td>
<td></td>
<td></td>
<td>Company</td>
</tr>
</tbody>
</table>

Click here to apply

Bookmark your job

Daywise Counter/Company wise /Jobwise counter
The list below displays all the jobs posted by recruiters. The jobs highlighted are the new jobs posted since your last login.

To apply for any job, click on the "Apply" button provided.

To view only the Bookmarked jobs:

Click here to apply for a job.
Blue tagged Jobs

Flag indicating Blue Tag job
### Apply for a Job

#### International Jobs
- You have currently applied for: 0
- Remaining no of International jobs you can apply for: 5

#### Domestic Jobs
- You have currently applied for: 0
- Remaining no of Domestic jobs you can apply for: 37

#### StartUp Jobs
- You have currently applied for: 0
- Remaining no of StartUp jobs you can apply for: 12

#### Total Jobs Applied
- Total jobs remaining to apply: 150

---

**The Boston Consulting Group**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Senior Associate/Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry</td>
<td>Consulting</td>
</tr>
<tr>
<td>Group Function</td>
<td>Consulting</td>
</tr>
<tr>
<td>Role Function</td>
<td>Consulting</td>
</tr>
<tr>
<td>Salary Range</td>
<td>INR 0</td>
</tr>
<tr>
<td>Interview Process</td>
<td></td>
</tr>
<tr>
<td>Expected date of shortlist</td>
<td>01/08/2018</td>
</tr>
<tr>
<td>Experience Required</td>
<td>From 1 To 15 Years</td>
</tr>
<tr>
<td>CGPA Asked</td>
<td>No</td>
</tr>
</tbody>
</table>

**Details**
- City: Mumbai, Gurgaon, Chennai, Bangalore
- Country: 
- Deadline: 14/09/2018 10:00 Hrs
- Expression Of Interest / Covering Letter Required: No
- Tag: None

---

**Upload Your Application**

*(First page of the application should be your EOI [if required] followed by the Resume)*

**Upload your application here**

Note: Upload your application in PDF format only. The Resume will be uploaded on submission of this application.

Do you wish to print your CGPA on your resume?  
- Yes  
- No

Submit

---

To display CGPA on the resume, select the radio button “yes” Else mark it “no”
In case applying for multiple jobs posted by the same company, you may be required to submit your preference order (if required by the company).
Check Resume for CGPA display

Upload the resume to test the CGPA display position

View option will appear after 30 minutes to check the resume

Annexure – 2
Resume Format and guidelines

GUIDELINES ON RESUME UPLOADED ON PORTAL TO APPLY JOB

- To be consistent with the one school philosophy, students should not provide any information in their resume which directly or indirectly indicates the campus (Hyderabad or Mohali) they are from. This includes information like address, location, landline number or any other information that is deemed to have been included only for indicating the home campus. The decision of CAS is final in this regard.

- Incase students have to apply on Recruiter website and if the location/address is mandatory field you can mention the same. But the resume/application which student upload on CAS Placement Portal and the recruiter websites where the fields are not mandatory, they should not mention details as indicated above.

- The printing of CGPA in resume is automated upon selection by the student. The position designed for this is, right side top corner of the resume, hence this portion of the CV needs to be
The standard margins are fixed to display the CGPA in the right position on the resume, which are provided below: The Margins have to be followed for all the pages of the application (EOI+Resume) or if it includes any other document. Resume should be the last page of the application

Paper size: A4

Margins:

Top: 0.1“  Bottom: 0“  Left: 0.2“  Right: 0.2“
Header: 0.1“  Footer: 0.1

• The CGPA is displayed on the right corner of the last page of the resume. Hence this portion of the CV needs to be kept vacant/blank.

• The above marginal specifications have to be adhered strictly for all the pages of the application to get the CGPA displayed in the correct position else CAS will not be able to make any changes after the application deadline.

• CGPA should not be entered manually
Re-upload Resume

**Upload - Google Chrome**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Job Title</th>
<th>Applied On</th>
<th>Status</th>
<th>Application Deadline Date</th>
<th>Resume</th>
<th>Re-upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deloitte Touche Tohmatsu India LLP</td>
<td>S&amp;O: Consultant/Senior Consultant</td>
<td>21-Nov-2018</td>
<td>Shortlisted</td>
<td>17-Oct-2018 10:00</td>
<td>View</td>
<td>Re-upload</td>
</tr>
</tbody>
</table>

**Note:** Re-upload your application in PDF format only.
Re-apply for Withdrawn App.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Industry</th>
<th>Job Title</th>
<th>Function</th>
<th>Withdrawn On</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nagarro Software Pvt Ltd</td>
<td>IT Software</td>
<td>Consultant</td>
<td>Consulting</td>
<td>22-Aug-2019</td>
<td>08/11/2019 17:00</td>
</tr>
</tbody>
</table>

To Re-apply - click on the 'Re-apply' button provided. Please note you cannot re-apply after the application deadline is past.
Click on browse to upload your revised resume.
Click class details, which will redirect you on the next page as shown in the next slide.
Here, fill in the required details as shown below.
### Job Postings Report

Records 1 to 50 of 764

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Company Name</th>
<th>Industry</th>
<th>Sub-Industry</th>
<th>Job Title</th>
<th>CR Name</th>
<th>Function</th>
<th>Sub-Function</th>
<th>Job Posted Date</th>
<th>Deadline</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Green Hearts</td>
<td>Pharma/Biotech/Healthcare/Hospitals</td>
<td>Biotechnology</td>
<td>Sr. Associate</td>
<td>Kiran Neti</td>
<td>Analytics</td>
<td>Analytics</td>
<td>19-Aug-2019</td>
<td>19-Aug-2019</td>
<td>No</td>
</tr>
</tbody>
</table>

Export To Excel
In case the student has received shortlist from more than 6 companies, you will be required to choose your top 6 preferred companies with which you wish to schedule your interviews. Your preference does not indicate the order of your interviews, but just your selection of your top preferred companies. Interviews will be scheduled in a random order from your preferences.

### Preference

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Day Info</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amazon</td>
<td>Day 1.1</td>
<td>Select Preference ▼</td>
</tr>
<tr>
<td>Matrix Partners India</td>
<td>Day 1.1</td>
<td>Select Preference ▼</td>
</tr>
<tr>
<td>ORAVEL STAYS PRIVATE LIMITED</td>
<td>Day 1.1</td>
<td>2 ▼</td>
</tr>
<tr>
<td>Google India Pvt Ltd</td>
<td>Day 1.1</td>
<td>Select Preference ▼</td>
</tr>
<tr>
<td>Mic Media.net Software Solutions India Pvt. Ltd</td>
<td>Day 1.1</td>
<td>5 ▼</td>
</tr>
<tr>
<td>Aditya Birla Group</td>
<td>Day 1.1</td>
<td>Select Preference ▼</td>
</tr>
<tr>
<td>Zomato Media Private Limited</td>
<td>Day 1.1</td>
<td>5 ▼</td>
</tr>
<tr>
<td>Microsoft India Pvt. Ltd</td>
<td>Day 1.1</td>
<td>4 ▼</td>
</tr>
<tr>
<td>Uber India Systems Pvt. LTD</td>
<td>Day 1.1</td>
<td>Select Preference ▼</td>
</tr>
<tr>
<td>Flipkart.com</td>
<td>Day 1.1</td>
<td>Select Preference ▼</td>
</tr>
<tr>
<td>Zela</td>
<td>Day 1.1</td>
<td>Select Preference ▼</td>
</tr>
<tr>
<td>Nykae</td>
<td>Day 1.1</td>
<td>Select Preference ▼</td>
</tr>
<tr>
<td>Samsung R and D Institute India Bangalore</td>
<td>Day 1.1</td>
<td>4 ▼</td>
</tr>
<tr>
<td>Myntra Designs</td>
<td>Day 1.1</td>
<td>Select Preference ▼</td>
</tr>
<tr>
<td>Freshworks Technologies Pvt. Ltd</td>
<td>Day 1.1</td>
<td>3 ▼</td>
</tr>
<tr>
<td>BrowserStack</td>
<td>Day 1.1</td>
<td>1 ▼</td>
</tr>
</tbody>
</table>
Interview Schedule – details

For all placement related queries, please write to cas@isb.edu
Subject: <date> schedule

Dear <Student Name>,

Your interview has been scheduled for:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Company name</th>
<th>Type of Intv</th>
<th>Panel</th>
<th>Day</th>
<th>Venue</th>
<th>Start time</th>
<th>Duration</th>
</tr>
</thead>
</table>

Team CAS

If there are multiple interviews scheduled on a particular day, an auto mailer is triggered with consolidated list.
Volunteer Update

• At the venue
• Interviewing
• Completed
Upon receiving two offers, menu will get disabled.

Select the suitable option and click on submit before deadline.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Job Title</th>
<th>Designation</th>
<th>View Offer Details</th>
<th>Deadline</th>
<th>Offer Status</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Giga Software solutions</td>
<td>IT Analyst</td>
<td>IT Analyst</td>
<td>Click here to view</td>
<td>21/09/2013 12:00 Hrs</td>
<td>Accept</td>
<td></td>
</tr>
<tr>
<td>Jyothsna Technosystems</td>
<td>Associate Consultant</td>
<td>Associate Consultant</td>
<td>Click here to view</td>
<td>21/09/2013 05:00 Hrs</td>
<td>Reject</td>
<td></td>
</tr>
</tbody>
</table>

Click here to view offer details.
<table>
<thead>
<tr>
<th>Hindustan Unilever Limited (HUL)</th>
<th>Internal Strategy Consulting – Business Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Internals Province of Business Analyst</td>
</tr>
<tr>
<td>Designation</td>
<td>1q</td>
</tr>
<tr>
<td>Industry</td>
<td>FMCG</td>
</tr>
<tr>
<td>Function</td>
<td>Consulting</td>
</tr>
<tr>
<td>Salary at ISB</td>
<td>0</td>
</tr>
<tr>
<td>Other Benefits</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>qq</td>
</tr>
<tr>
<td>Offer Deadline</td>
<td><strong>26/08/2015 10:00 Hrs</strong></td>
</tr>
</tbody>
</table>

Offer Acceptance deadline date & time
Form to be filled

**Questionnaire**

**Q1.** If you were an employee of CAS, what initiative would you take up for the class of 2019?

**Q2.** In what ways can CAS and GSB work better together for the class of 2019?

**Q3.** How satisfied are you with the role played by CAC?

**Q4.** Rate the CAS Office in each of the following areas:

<table>
<thead>
<tr>
<th>1 is Low and 5 is High</th>
<th>Rating (1 to 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timeliness of CAS CR in responding to your questions</td>
<td>Select ▼</td>
</tr>
<tr>
<td>Timeliness of CAS Process in responding to your questions</td>
<td>Select ▼</td>
</tr>
<tr>
<td>Quality of companies provided through campus recruiting, CAS contacts, etc.</td>
<td>Select ▼</td>
</tr>
<tr>
<td>Number of companies brought in through CAS</td>
<td>Select ▼</td>
</tr>
<tr>
<td>Kind of roles brought in through CAS</td>
<td>Select ▼</td>
</tr>
<tr>
<td>Effectiveness of the process team broadcasting, scheduling, arranging interviews etc</td>
<td>Select ▼</td>
</tr>
<tr>
<td>Effectiveness of the Job portal</td>
<td>Select ▼</td>
</tr>
<tr>
<td>Overall Rating of CAS</td>
<td>Select ▼</td>
</tr>
</tbody>
</table>

Submit
At any given point of time during the placements, if a student has off campus offer, click on the opted out of placement tab and fill in the required details. Once submitted, the student will be out of placement process and will not have access to placement portal.
Upload your offer letter/joining details for exit clearance

<table>
<thead>
<tr>
<th>PGID:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td></td>
</tr>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Role Name:</td>
<td></td>
</tr>
<tr>
<td>Date of Join:</td>
<td></td>
</tr>
<tr>
<td>DOA Status:</td>
<td>Select</td>
</tr>
<tr>
<td>Offer Upload:</td>
<td>Choose file</td>
</tr>
<tr>
<td></td>
<td>No file chosen</td>
</tr>
<tr>
<td></td>
<td>Submit</td>
</tr>
</tbody>
</table>
1. When will the final list of Day 1 and Day 2 companies be shared?
2. When will all the shortlists be declared?
3. What if I have more than 6 shortlists for Day 1 and Day 2?
4. Should I prepare a specific kit for Day 1?
5. Will there be any walk-in interviews? If yes, can I attend more than 6 interviews?
6. When will I get the interview schedule?
7. Where will my interview take place (locations)?
8. Whom should I co-ordinate with once I am on Campus?
9. What if I am getting late for another interview, what should be done?
10. Can I skip an interview? What are the implications?
11. What should I do if the Company holds me back and doesn't let me go to the next company (if any)?
12. What should I do if the Company asks my pre-ISB CTC or current Campus?
13. What is FIF and what is the significance of the 2nd part of FIF for students?
14. What should I do if the Company asks me to sign 2nd part of the FIF in the interview room itself?
15. If the company get the FIF signed by me and counter signs as well, do I have an assured offer?
16. When would the offers be broadcasted?
17. What will be the deadline to accept/reject the offer?
18. I am not getting any notifications for final acceptance in the portal. What should I do?
19. If required, when and how may I negotiate with the recruiter on the CTC, Location, etc?
20. When would I get the formal offer letter from the company?