Presentation on Placement Process, Policies & Portal

By Team CAS

For the Class of 2021
Agenda

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

**Career Advancement Services**

**Offer Discussion & Confirmation Form (ODCF) - Class of 2021**

<table>
<thead>
<tr>
<th>Company's Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's Name:</td>
<td></td>
</tr>
</tbody>
</table>

#### Part One: Initiation of offer terms during Final Interview:

<table>
<thead>
<tr>
<th>Designation:</th>
<th>(As will appear in the company offer letter)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role / Function / Dept:</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>Joining Date:</td>
</tr>
</tbody>
</table>

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

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

**Total CTC (per annum):**

**Negotiated:** Yes [ ] No [ ]

**Offer Acceptance Deadline (Date / Time):**

**Digital Signature by the Company Rep:**

#### Part Two: Understanding of offer terms by the student:

Digital signature of the student on this part confirms that s/he has fully understood the terms on which the company may generate 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.

**Digital Signature by the student:**

**Date:**

#### Part Three: Generation of the offer by company:

The company representative’s signature on this part confirms that the company is making an offer to the student on the above terms. Digitally signed form will be shared with the CAS for making the formal announcement at the end of each placement day.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Digital Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

#### Part Four: Decision on offer by the student:

**Status – Accept: [ ] Decline: [ ]**

**Digital Signature:**

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

**Indian School of Business**

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Ph: +91 40 2390 7000, Fax: +91 40 2390 7099, www.isb.edu
Mohali Campus: Knowledge City, Sector 81, SAS Nagar Mohali - 140 306, Punjab, India. Ph: +91 172 459 0000
Corporate Identity Number: U8010CG1987NPL000631
Final Interview Form Part 1

Fill Details

Company Name: 
Student Name: 
PGID: 
Department: 
Designation: 
Location: 
Joining Date: 
Offer Acceptance: 
Deadline Date: 

Salary Negotiated:
- Yes
- No

- Fixed Pay: 
- (excluding gratuity)
- Variable Pay: 
- (annual)

Joining Bonus:
- Bonus Paid between signing offer & 1 month of joining. Please specify all conditions for the Joining Bonus.

Loyalty Bonus:
- Deferred Bonus Paid on completion of specified time after joining. Please specify all conditions for Loyalty bonus.

Total CTC (per annum):
- Please provide details of ESOPs

Digital Sign: 
Sign Upload:

Company Sign:
Sign above:
Clear Sign

Clear
Save
Final Interview Form Part 2

Final Interview Details  Confirmation By Student  Confirmation By Company

Today's Date: 12/11/2020

☐ The Student’s signature confirms that s/he has fully understood the terms on which 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.

Digital Sign ☑ Sign Upload ☐

Student Sign*

Clear  Save
Name*

Designation*

Today's Date: 12/11/2020

☐ 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.

Digital Sign ☐ Sign Upload ☐

Company Sign*

Clear  Save
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: __________________________________________________________________
**Placement Process:**

- **Pre-Placement Offers** – February 15, 2021 (ELP)
- **PPTs** – 20th Oct 2020 to 30th April 2021

**Offer Eligibility** - 02 Decision offers per student

**Out of the Placement Process:**
- If receives two or more offers
- If accepts one, decline others
- If receives two and decline both
- Only one offer but is Green tagged
- 3 Acceptable offers
- 2 Green Tag Acceptable offers
- Only one offer non Green Tagged – decline – move to next placement day

**Green Tag Offer**
- Week 1 – 27 Lacs with 75% Fixed
- After Week 1 – 25 Lacs with 75% Fixed
- Must accept and will be out of placements
# Placement Schedule for Class of 2021

<table>
<thead>
<tr>
<th>Placement Day</th>
<th>Campus</th>
<th>Placement Dates</th>
<th>Days</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 0 Pre-Assessments</td>
<td></td>
<td>25, 26-Feb-21</td>
<td>Thu, Fri</td>
<td></td>
</tr>
<tr>
<td>Day 0.1</td>
<td></td>
<td>27-Feb-21</td>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>Day 0.2 + Offer Opening for Day 0, Intl &amp; PPO also</td>
<td>Digital</td>
<td>28-Feb-21</td>
<td>Sunday</td>
<td>Offer opening by 6 PM or as decided on that day</td>
</tr>
<tr>
<td>Day 1 Pre-Assessment</td>
<td></td>
<td>04, 05-Mar-21</td>
<td>Thu, Fri</td>
<td></td>
</tr>
<tr>
<td>Day 1.1</td>
<td></td>
<td>06-Mar-21</td>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>Day 1.2 + Offer Opening</td>
<td></td>
<td>07-Mar-21</td>
<td>Sunday</td>
<td>Offer opening by 6 PM or as decided on that day</td>
</tr>
</tbody>
</table>
For Domestic Recruitment:

<table>
<thead>
<tr>
<th>Counter Type</th>
<th>Day 0.1</th>
<th>Day 0.2</th>
<th>Day 1.1</th>
<th>Day 1.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live Job Application</td>
<td>12</td>
<td>9</td>
<td>20</td>
<td>12</td>
</tr>
<tr>
<td>Shortlist Counter</td>
<td>5</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

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.
Live Counter means, unused or blocked counter.

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 15 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 25 PPTs
- **Each student eligible for 3 (Domestic + International) Aos (Acceptable Offers)** - count reaches 3 - no access to placement portal.
For Domestic Recruitment:
- The Company wise / job wise live counter
- Resume Policy
- CGPA Policy
- Exchange Student Policy
The ISB Placement Disciplinary Committee 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 Disciplinary 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; honors 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 30 jobs** and still not able to get offers will be moved out of placements.

• Students who have **less than 20 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 Disciplinary policy and they will be moved out of placements.

• Student will be **allowed only for 5 Shortlist after the placement week**. This condition is valid if the student has availability in overall 30 shortlist option.

• **Cut off dates**

• Student should personally uphold and abide, in theory and practice, the values, purpose, and rules of The ISB Placement Disciplinary Committee

• Student should report all significant violations to the Placement Disciplinary Committee. The committee comprises of CAC Directors (Career Advancement Council), GSB Presidents (Graduate Student Body), Associate Director PM (Program Management), Associate Director S&E (Strategy & Execution) Hyd & Mohali, and Director CAS, Director SEAL.

• 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), Server Time, Resume Last page
- Save the application (EOI + Resume) with the First_Last name_PGID before uploading
Student Policies – Co2021

➢ 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 must be uploaded)

➢ Escalation grid – Query Management – 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

<table>
<thead>
<tr>
<th>Recruiter</th>
<th>Website</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registers</td>
<td>Login ID &amp; Password</td>
<td>Registers</td>
</tr>
<tr>
<td>PPT</td>
<td>Broadcast PPT</td>
<td>Student register for PPT</td>
</tr>
<tr>
<td>Posts Job</td>
<td>Broadcast Jobs</td>
<td>View &amp; Apply (5+(12+10)) rolling</td>
</tr>
<tr>
<td>Shortlist</td>
<td>Broadcast Shortlist</td>
<td>View Shortlist/N S can apply to new postings</td>
</tr>
<tr>
<td>Interview</td>
<td>Interview Schedule</td>
<td>Attend Interview</td>
</tr>
<tr>
<td>Make Offer</td>
<td>Broadcast Offer</td>
<td>View &amp; Accept/Reject Offer</td>
</tr>
</tbody>
</table>
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 2021”

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

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

   **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: Within 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.
### Change Password

<table>
<thead>
<tr>
<th>Student Home</th>
<th>Enter Old Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Profile</td>
<td>Enter New Password</td>
</tr>
<tr>
<td>Student Policies</td>
<td>Retype New Password</td>
</tr>
<tr>
<td>Consent Form</td>
<td>Submit</td>
</tr>
</tbody>
</table>

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Fill in the Interested Job Titles

/Student/ Interested job postings from last two years

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.

<table>
<thead>
<tr>
<th>SL NO</th>
<th>Job Posting Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

| Continue to accept policies |
As we move closer to the placement week, companies are going to ramp up efforts towards 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’s 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 or declining the offer.
Select the relevant radio button.

Upload General Resume

Click here

Upload your general resume 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.

T ACCEPT
## Consent Form

### Details

<table>
<thead>
<tr>
<th>PGID</th>
<th>Student Name</th>
<th>Gender</th>
<th>Participating placement</th>
<th>Status</th>
<th>Company Name</th>
<th>Submission Date</th>
<th>Online accepted</th>
<th>Online activated</th>
<th>Moved out of program</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Male</td>
<td>No</td>
<td>Select</td>
<td></td>
<td>11/12/2020</td>
<td>NO</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Instructions

- Please fill the details
- Please sign in this space

### Additional Notes

- ClearSign
- Update Consent Form Status

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Upon Accepting the Policies

Dear <Student Name>,
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 <Student Name>,
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
Student Home Page

Quick Access Tabs

Dashboard

Region wise SPOC Details

For all placement related queries, please write to cas@isb.edu
View Profile

For Any Changes, please email to cas@isb.edu

After Activation
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.

Daywise Counter/Company wise/Jobwise counter

<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</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</td>
<td></td>
<td></td>
<td>Company</td>
</tr>
</tbody>
</table>

Records 1 to 3 of 3

Bookmark selected jobs  Export To Excel

Click here to apply

Bookmark your job
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 requirements.

<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 Date</th>
<th>Deadline</th>
<th>Expected Date of Shortlist</th>
<th>Apply</th>
<th>Bookmarked</th>
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<tr>
<td>1</td>
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<td>Consulting</td>
<td>Senior Associate/Consultant</td>
<td>Sonal Waje</td>
<td>Consulting</td>
<td>Consulting</td>
<td>07-Sep-2018 10:00</td>
<td>14-Sep-2018</td>
<td>01-Aug-2018</td>
<td>APPLY NOW</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Apply for a Job

To display CGPA on the resume, select the radio button “yes” Else mark it “no”

PDF format only
### Check Resume for CGPA Display

#### Upload the Resume to Test the CGPA Display Position

- **Upload Resume**
  - Choose file: No file chosen
- **View**

#### View Option
- Will appear after 5 minutes to check the resume.

---

### Resume Format and Guidelines

**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 left empty in case the student has not selected CGPA.
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).
Query Management

By selecting Query Type as 'General', it will be available in the search database and may be referred by other students for quick answers.

Select from the dropdown to post a query.
You may also search for general queries already posted by other students and answers provided by CAC/CAS.
Display of CGPA

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.
### Application Status Summary

**My Application - Summary**

<table>
<thead>
<tr>
<th>Remaining Jobs to Apply</th>
<th>Total Applications Made</th>
<th>Applications Withdrawn</th>
<th>Applications Shortlisted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic</td>
<td>International</td>
<td>StartUp</td>
<td>Max Limit</td>
</tr>
<tr>
<td>107</td>
<td>4</td>
<td>8</td>
<td>167</td>
</tr>
</tbody>
</table>

**Applications in Progress**

- Remaining Jobs to Apply: Day1 | Day2 | Day3 | Day4 | Day5 | Beyond Day5 | Total
- Domestic: 9 | 10 | 12 | 17 | 25 | 54 | 107

**Applications Not Shortlisted**

- Domestic: 0 | 0 | 0 | 0 | 0 | 0 | 0

**Applications Shortlisted**

- Domestic: 0 | 0 | 0 | 0 | 0 | 0 | 0

**Applications Widened**

- Domestic: 0 | 0 | 0 | 0 | 0 | 0 | 0

**Number of Offers**

- Total: 0 | 0 | 0 | 0 | 0 | 0 | 0

**To Withdraw**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Industry</th>
<th>Job Title</th>
<th>Function</th>
<th>Applied On</th>
<th>Status</th>
<th>Withdraw</th>
<th>Application Deadline Date</th>
<th>Resume</th>
<th>Re-upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reliance ADA</td>
<td>Financial Services</td>
<td>Head Revenue</td>
<td>Sales &amp; Marketing</td>
<td>21-Aug-2015</td>
<td>Not Shortlisted</td>
<td></td>
<td>01-Sep-2015</td>
<td>View</td>
<td>Re-upload</td>
</tr>
</tbody>
</table>

**Re-upload**

**Server Time**: 11:07 AM
## Re-upload

**Re-upload Resume**

- **Upload your application here**
- **Choose file**
- **No file chosen**

### Company Name
- Cloudtail India Private Limited
  - **Job Title**: Financial Business Analyst
  - **Applied On**: 08-Nov-2018
  - **Status**: Shortlisted
  - **Application Deadline Date**: 08-Nov-2018 10:00
- ITC Infotech India Ltd
  - **Job Title**: Manager – Corporate Strategy & Development
  - **Applied On**: 06-Nov-2018
  - **Status**: Application In Process
  - **Application Deadline Date**: 22-Nov-2018 22:00
- Amazon
  - **Job Title**: Senior Product Manager
  - **Applied On**: 03-Nov-2018
  - **Status**: Shortlisted
  - **Application Deadline Date**: 03-Nov-2018 13:00
- Genpact India Pvt. Ltd
  - **Job Title**: Vice President - F&A Operations
  - **Applied On**: 02-Nov-2018
  - **Status**: Shortlisted
  - **Application Deadline Date**: 02-Nov-2018 10:00
- Genpact India Pvt. Ltd
  - **Job Title**: Vice President - Strategy & CFO Services
  - **Applied On**: 02-Nov-2018
  - **Status**: Shortlisted
  - **Application Deadline Date**: 02-Nov-2018 10:00
- Genpact India Pvt. Ltd
  - **Job Title**: Vice President - Lean Digital transformation
  - **Applied On**: 02-Nov-2018
  - **Status**: Shortlisted
  - **Application Deadline Date**: 02-Nov-2018 10:00
- Citibank N.A.
  - **Job Title**: Associate - Global Consumer
  - **Applied On**: 02-Nov-2018
  - **Status**: Shortlisted
  - **Application Deadline Date**: 02-Nov-2018 10:00

Note: Re-upload your application in PDF format only.
<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.
Re-apply Screenshot

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.
<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>App</th>
</tr>
</thead>
</table>
In case the student has received shortlist from more than 5 companies, you will be required to choose your top 5 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.

<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>Mls 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.

Information:
- Offer Status
- Offer Details
- Submission Deadline

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Job Title</th>
<th>Designation</th>
<th>View Offer Details</th>
<th>Deadline</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>
</tr>
<tr>
<td>Iyothsna Technosystems</td>
<td>Associate Consultant</td>
<td>Associate Consultant</td>
<td>Click here to view</td>
<td>21/09/2013 05:00 Hrs</td>
</tr>
</tbody>
</table>

Click here to view offer details
<table>
<thead>
<tr>
<th>Company</th>
<th>Offer Acceptance deadline date &amp; time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hindustan Unilever Limited (HUL)</td>
<td>26/08/2015 10:00 Hrs</td>
</tr>
</tbody>
</table>
**Mandatory Questionnaire**

The Questionnaire Form has to be filled:

**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 area:

1 being low and 5 being high

<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

Click here to view your FIF.
1. Online interviews via Zoom and breakout rooms
2. Campus platform is being planned
3. FIF and Waitlist process in detail will be communicated
4. SOP’s will be prepared and shared with you all 15 days before the placement days