

IMT Dubai Campus Placements 2010 Guidelines



Guidelines for Students

- Students of class 2008-10 graduating in April 2010 with a minimum CGPA of at least 3.0 are eligible to receive placement assistance from the Placement Office.
- All students requiring assistance from the Placement Office are deemed to abide by the below conditions:
 - Ensure all students get a fair chance to attend interviews.
 - Ensure that all information provided in the CV is true and not misrepresented.
 - Not renege on an 'accepted' job offer.
- It is solely the responsibility of the student to secure his/her own placement. IMT Dubai only facilitates the placement process for students, which includes:
 - Impart training to develop their knowledge, skills and attributes, to attend interviews confidently.
 - To identify corporate recruiters who have staffing requirements that matches the profiles of the graduating class.
 - Scheduling interviews as per recruiters' convenience.
 - Liaison with recruiters for offer confirmations.
- Students will be allowed to attend only those interviews for which they are short listed.
- Acceptance of an offer to be clearly stated across the table to the recruiter. Once the offer is made the student will automatically be out of the placements.
- Any communication to the recruiters either post or prior interviews will be ONLY through the placement office.

Guidelines for Recruiters

- **Placement registration form**
 - Recruiters must complete the form, and email/ fax the same to the Placement Office to confirm their participation.
 - Recruiters must provide job descriptions and ideal candidate profile, so that interested students will submit their applications to the Placement Office.
 - Recruiters will then shortlist from the interested candidates and inform the Placement Office for coordination of interviews.
- **Pre Placement Talk (PPT) by Recruiters (Optional)**
 - PPT helps the students to understand the goals of the company, career growth prospects, job profiles, and clear doubts or apprehensions. This ensures optimum participation.
 - Recruiters must contact the Placement Office well in advance, to ensure that the PPT is scheduled by mutual convenience.
- **Interviews may be conducted at the IMT Dubai Campus, in Academic City, or in India whichever is suitable for the recruiter. Video Conference facilities can be made available were needed.**
- **Students will be able to commence work from May, 2010**
- **Offer Letters**
 - Recruiters must formally confirm their selections by filling-in and handing over an OFFERS form to the Placement Office, immediately after the interviews are completed.
 - A job offer is treated as VALID only if the following details are clearly spelt out in the letter of offer:
 - Job title/designation/role
 - Compensation (annual cost-to-company)
 - Recruiters must courier their formal letters of offer to the Placement Office within 14 days of the final interviews.
 - Recruiters must honor all job offers made through the Placement Office.
- **Communications**
 - Any communication to the students will be ONLY through the Placement Office.