

**Students' Placement Office, IIT Kanpur
Procedures & Policies for Companies
Placements (Year 2017-18)**

Procedure

1. SPO refers to Student Placement Office. All official communications related to placements should be send to spo@iitk.ac.in with a copy to spooffice@iitk.ac.in
2. Students' Placement Office (SPO) will send out invitations (via email) to the companies on the onset of Placements with the tentative itinerary of placement process along with the Placement brochure
3. Any company interested in being a part of placement drive should express their interest for participation via email to SPO office.
4. Once a company expresses interest for participation, an account is created for them on the Placement Automation System (PAS), an interactive online portal maintained by SPO.
 - a. Login and password information for accessing PAS will be shared with the company by SPO
 - b. Interested firms are required to complete the company details and contact information mentioned in PAS to complete the registration process.
 - c. Interested firms are required to accept the SPO procedures and policies mentioned in PAS to complete the registration process
5. Once registration is complete, the firms are required to share the details of the job profile/profiles (Job Announcement Form, JAF) that will be offered during placement session. Details for filling JAF is given below
 - a. A company can use PAS platform for filing Job Announcement Form (JAF) for the placement session. This will be the preferred option for JAF submissions. An alternate option for filing JAF will also be available (only for year 2017), where JAF can be submitted in the recommended MS word format. This form will be shared via email upon request from the company. Duly completed forms should be sent to email addresses mentioned in clause 1.
 - b. For companies using online PAS portal, all details pertaining to the potential job opening can be filled out directly by the company. Companies can fill in multiple JAF forms and job specifications using the same portal. All information requested in the portal should be filled out to complete the request. SPO members/office will contact the company in case of any issues related to JAF submission.
 - c. Firms submitting email based JAF forms should send the duly completed JAF forms to spo@iitk.ac.in with a copy to spooffice@iitk.ac.in. SPO will confirm the receipt of JAF's within 24 hours. Please contact SPO office (via phone) if no confirmation is received within this time period. After incorporating the JAF details in the PAS portal, SPO office will share a verification link (PAS details) with the company for verification. Companies should verify and confirm the JAF details and inform SPO about the same via email to spo@iitk.ac.in with a copy to spooffice@iitk.ac.in to complete the registration process.
6. No changes in approved JAF will be entertained. Any deviations on job profiles or information provided in JAF (either during placement season or in offer letter) should be communicated in writing to spooffice@iitk.ac.in with a copy to spo@iitk.ac.in.

The changes will be effective only when agreed up upon in writing by SPO office. Regarding any discrepancies, the decision of Chairman will be binding and no further enquiries will be entertained in such cases.

7. Pre-Placement Talks (PPTs) can be scheduled for companies (as per request) to interact with the students. Schedule for PPT's are decided based upon mutual agreement on travelling dates and slot availability.
8. Students will be submitting their resumes according to the deadline set by the company on the PAS
9. Login and password for access to PAS (shared by SPO office) can also be used to view the profiles of students interested in applying for the Job Profile
10. Companies are informed about their slots for placement season by third week of November. Placement season typically starts on the first of December every year.
11. Typical parameters considered in slotting are listed below
 - Student Preferences
 - Work profile
 - Compensation package
 - Career Prospects
 - No of hires
12. Prior to conduct of interviews, companies are allowed to organize screening tests to short list applicants, if required.
 - a. Companies that are scheduled to conduct interviews on day 1 to 3 should conduct any pre-requisite tests (online/offline mode) prior to start of placement season (December 1st).
 - b. Companies scheduled for placement from day 4 onwards can conduct screening tests only from day 3 of placement season.
 - c. SPO will provide required arrangements (informing students, arranging test centres, assistance in conduct of tests) for conducting these tests. Though SPO may provide assistance in conducting these tests (subject to availability of volunteers), companies are highly encouraged to send their representatives or make arrangements for proctoring these examinations.
 - d. For screening tests held during placement season, the companies are required to provide the short-list of students for interviews (based on student profiles and/or test performances) to SPO within 8 hours of conducting the tests or 1 hour prior to start of interviews, whichever comes earlier.
 - e. SPO will inform the short-listed students on the interview schedule once the interview list/slots are finalized
13. Final selection of students can only be made from the short list prepared by the short listed students prepared by the company and approved by SPO
 - a. All shortlisted candidates must be interviewed as part of the final selection process
 - b. Company should obtain written approval from SPO Chairman (spochair@iitk.ac.in) on any changes in the outlined procedure (ex. request for walk-in interviews, collection and screening of additional resume etc.)
14. Once a student has been offered a job, he/she is out of the placement process. This is in compliance with our One Student, One Job Policy. Hence the participating firms should honour the commitments made during placement process and no changes (ex. backing out of offers, changes in job profiles, pay packages or any details mentioned in the JAF) will not be entertained on this regards. Any discrepancies related to this will be taken up on case by case manner and will be dealt with as per decisions of the SPC committee/AIPC recommendations

Placement Policy

- a. The Students' Placement office follows a strict 'One Student, One Job' Policy. Once a student is offered a job, he/she is out of the placement process.
 - b. The slot allotted to the company for selection procedure (interviews) is for 8 hrs
 - c. All the shortlisted candidates have to be interviewed within the permitted time slot.
 - d. The duration of one interview cannot be more than 45 minutes for a candidate. Multiple rounds are allowed, but a company should not block a candidate from participating in interviews conducted by other companies.
 - e. Company are required to provide a list of finally selected students at the end of the day/slot.
 - f. On completion of the recruitment procedure, the company needs to submit the final list of offers in a closed envelope to the placement office. The selection list should be duly signed by the authority responsible for hiring process.
 - g. No 'on the Spot' offers should be made, nor any indications be given to the candidates during or immediately after the interview process.
 - h. The offers will be opened at the end of the slot when all the companies finish their processes.
 - i. In case a candidate receives multiple offers, he/she has to make a choice at the end of the slot. The companies will be intimated about the final choice of the candidate by next day morning.
 - j. There is a high possibility that the student may get multiple offers at the end of interview slot/day. The company is therefore required to furnish an extended the waiting list to the placement office along with the final offers. In case a student who is extended multiple offers opt for another company. The next available candidate in the waiting list will move up in the final offer list.
 - k. The waitlist will not be disclosed to students and will be released on a per student basis, if necessary.
 - l. Upon finalization of the offer, the offer letters for the students has to be sending directly to SPO office. SPO will disseminate that to students and collect the signed copy from placed students and sent it back to company.
 - m. Companies are advised to be in touch with placement volunteers, SPO officials and staff only. Please avoid any direct contact with the students appearing in the placement process apart from when it is a part of the recruitment process. Still, if such a situation arises, immediately bring this to the notice of the placement office/ SPO officials.
-