IoBM Career Development Center
Placement Policy

1. Purpose of the Policy

The purpose of this policy is to guide the operations, responsibilities, and standards of the Career Development Center (CDC) in facilitating job placements, internships, and career opportunities for students and graduates of the Institute of Business Management (IoBM). The policy ensures transparency, fairness, consistency, and professionalism in all placement-related activities.

2. Scope

This policy applies to:
- All IoBM students in their final semester or who meet eligibility criteria.
- All IoBM alumni seeking career support.
- All employer partners, organizations, and recruiters collaborating with the CDC.
- All CDC staff and departmental stakeholders.

3. Objectives

The CDC aims to:
1. Provide structured and equitable job placement support for students.
2. Maintain strong relationships with industry partners and recruiters.
3. Facilitate internships, management trainee programs, and full-time job opportunities.
4. Guide students in professional development, employability, and workplace readiness.
5. Collect and maintain accurate placement data for institutional reporting.

4. Eligibility for Job Placement Services

Students are eligible for job placement assistance if they meet the following criteria:

4.1 Current Students
- Enrolled in their final year or final semester.
- Have no outstanding disciplinary cases.
- Maintain the minimum academic standing required by specific recruiters (as communicated by the employer).

4.2 Alumni

- Alumni up to five years post-graduation may access placement support.

5. Employer Engagement Guidelines

The CDC shall:
- Verify the credibility of all employer partners before circulating job/internship announcements.
- Ensure employer job descriptions clearly state responsibilities, compensation, required skills, and any contract terms.
- Maintain neutrality and avoid endorsing any employer beyond standard verification.
- Encourage employers to follow fair recruitment practices and transparent selection criteria.

6. Job Posting & Circulation Process

1. Employers submit job openings using the CDC job portal or email.
2. CDC reviews and verifies the information.
3. Job postings are circulated through:

    - Official CDC mailing lists (primary)
    - IoBM student portal (2026 onwards)
    - CDC social media platforms (if appropriate)

4. All postings must include a deadline, application method, and employer contact details.

7. Student Application Guidelines

Students must:
- Submit accurate, truthful information in their applications.
- Prepare professional and updated résumés and profiles.
- Attend interviews, assessments, and employer sessions punctually.
- Inform the CDC if they are selected, reject an offer, or face issues during the process.
- Refrain from applying to job postings if they are not eligible.

Failure to follow these guidelines may result in temporary suspension from placement services.

8. Placement Process (CDC Responsibilities)

The CDC will:
1. Share verified opportunities with eligible students.
2. Nominate candidates based on employer requirements (when shortlisting is requested).
3. Organize recruitment drives, career fairs, panel interviews, and assessment days.
4. Conduct training workshops on:

- CV writing
- Interview skills
- Professional communication
- Job search techniques
- Workplace ethics

5. Track placement outcomes and maintain internal placement records.

9. Employer Conduct Expectations

The CDC encourages employers to:
- Provide clear information regarding job roles, compensation, and selection processes.
- Avoid discriminatory hiring practices.
- Maintain confidentiality of student information.
- Provide timely feedback on candidate status.

10. Confidentiality & Data Protection

The CDC will safeguard student and employer information and will only share:
- Student data with employers for recruitment purposes
- Aggregate placement statistics for institutional reporting

Personal data will not be shared without consent