
PLACEMENT POLICY FOR RECRUITERS

Recruiters looking out for fresher students may contact the Institute by sending an email with all relevant details to ihmgoacp@gmail.com to schedule on-campus/off-campus placements.

1. **Placement period:** Commences in the last week of August and runs through to first week of March of every Academic year.
 - a. Placements are not scheduled during In-course assessments, examinations, vacations, public holidays, Saturdays and Sundays.
 - b. Generally, only one recruiter is scheduled to conduct interviews at a time. However, on occasion, additional rounds of a recruiter's selection processes (scheduled on or off campus) may overlap with dates previously scheduled by another recruiter.
2. **Completion of exams:** Students complete final exams by the end of June and are able to join any time after the first Week of July. Final exam results are declared only by mid-August.
3. **Registration:** Recruiters may email the following details to ihmgoacp@gmail.com in order to motivate students to respond earnestly and to ensure smooth conduct of Selection process:
 - a. Job Profile/description, job Location, Eligibility requirements of the candidates
 - b. Training/probation period, gross salary during & after training/probation
 - c. Designation before & after training/probation
 - d. Service agreement, if any
 - e. Accommodation/Assistance in finding accommodation, if any
 - f. Selection Process - (Pre-placement talk, Test (written/online), Group Discussion and Personal Interview etc.)
 - g. Facilities required during campus recruitment, preferred date(s) to visit campus. **The Institute does not provide accommodation nor travel arrangements for Recruiters' visit to the Institute.**
 - h. A list of interested candidates will be provided to the recruiters a few days before the interview, based on the above details.

- i. For pooled campus interviews at IHM-Goa, intimation and details should be made available well in advance.
 - j. Meals may be provided to candidates from other Institutes on payment basis, with prior intimation only.
4. **Off-campus Interviews:** Recruiters can also invite students to their respective company or any venue in case of pooled campus drive for recruitment. Skype interviews are also feasible.
5. **Updates on Selection Process:**
 - a. A list of the selected/rejected candidates must be emailed to Placement coordinator any time after the completion of Selection Process.
 - b. **Students are permitted to appear for interviews till they are shortlisted or selected by 2 hotel companies and 2 other companies.** Thus it would be in the best interest of the Recruiter, to visit the Institute at the earliest available date and issue offer letters, and allow final confirmation of acceptance of job offer in the second week of March.
 - c. Neither Placement Cell nor Institute holds responsibility of students' conduct (not reporting to company/ misconduct/ resignation/ absconding/ underperformance) once the selection process is completed.
 - d. Once the company selects a student, the responsibility of Placement Cell ceases.
Recruiter may email the selected candidates directly, to co-ordinate/ finalise selection processes, at the end of March.
6. **Feedback:** Recruiters are requested to email feedback, with suggestions for improvement
7. **Industry-Institute Interactions:** Companies are welcome for collaboration and Industry- Institute Interactions.

Note:

- a. Placement firms where recruited students have to pay, are not allowed for the recruitment.
- b. Placement Cell may modify above details from time to time.

(This policy was last reviewed on 20th April 2018, and may be subject to review during the Academic Year, if required)