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# PLACEMENT POLICY (FOR RECRUITERS)

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IHM-Goa welcomes Companies for Recruitment to enhance Industry- academia partnership. The Placement period commences in the last week of August and runs through to the first week of March of every Academic year.

The Institute permits students to appear for interviews **each semester** until one Hotel recruiter and one retail recruiter shortlists/selects them. Thus, at the end of the academic year, the student can hold up to four job offers (two job offers each from hotel and retail recruiters). The Policy applies irrespective of whether the student accepts the job offer or not. Recruiters are advised that students sometimes secure admission for further studies at Indian/ overseas Universities later in the year and despite their initial interest in job placement, they withdraw from the job offers they had accepted.

In view of the above, it is therefore recommended that a Recruiter

- a. Conducts the Recruitment drive early in the semester,
- b. Issues offer letters immediately,
- c. Keeps a second choice as a fallback
- d. Allows final confirmation of acceptance of job offer in the second week of March.

IHM-Goa reserves the right to accept requests for campus visits / off campus interviews at its own discretion, based on its internal priorities and time constraints. Placements are not scheduled during In-course assessments, examinations, vacations, public holidays, Saturdays and Sundays. The Institute, as a policy, will not disclose names of campus visitors nor compensation paid by visiting recruiters.

1. Generally, only one recruiter (at a time) is scheduled to conduct campus recruitment drives. However, on occasion, additional rounds of a recruiter's selection processes (scheduled on or off campus) may overlap with dates previously scheduled with another recruiter.
2. Completion of exams: Students usually complete final exams by the end of June (subject to exam dates announced by NCHM & IGNOU) and are able to join any time after the first Week of July. Results of these exams are declared only by mid-August.
3. 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.
4. **Updates on Selection Process:**
  - a. A list of the shortlisted selected/rejected candidates must be emailed to Placement coordinator after the completion of Selection Process.
  - b. Neither Placement Cell nor Institute holds responsibility of students' conduct (not reporting to company/ misconduct/ resignation/ absconding/ underperformance) once the selection process is completed.

5. Once the company selects a student, the responsibility of Placement Cell ceases. Recruiter may email the selected candidates directly, to co-ordinate/ finalize selection processes, at the end of March.
6. Feedback: Recruiters are requested to email feedback, with suggestions for improvement
7. IHM-Goa does not release databases of students under any circumstances. When a student expresses interest in a particular job offer, we will release his/her Resume to the Recruiter, who is then free to correspond directly with the student, while keeping the Placement cell informed. On occasion, the students may also apply directly, at our request.
8. Recruiters are requested to keep the Institute apprised of all offers sent to our students and are requested to share a soft copy of the employment contract with us.

## PROCEDURE:

Recruiters must email the following details to **ihmgoacp@gmail.com**:

- a. Job Profile/description, Job Location, CTC/gross salary, 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. For pooled campus interviews at IHM-Goa, intimation and details should be made available well in advance. Meals may be provided to candidates from other Institutes on payment basis, with prior intimation only.

### **Note:**

- a. Placement firms where recruited students are charged are not allowed for the recruitment.
- b. Placement Cell may modify above details from time to time. This policy was last reviewed in April 2019, and may be subject to review during the Academic Year, if required.