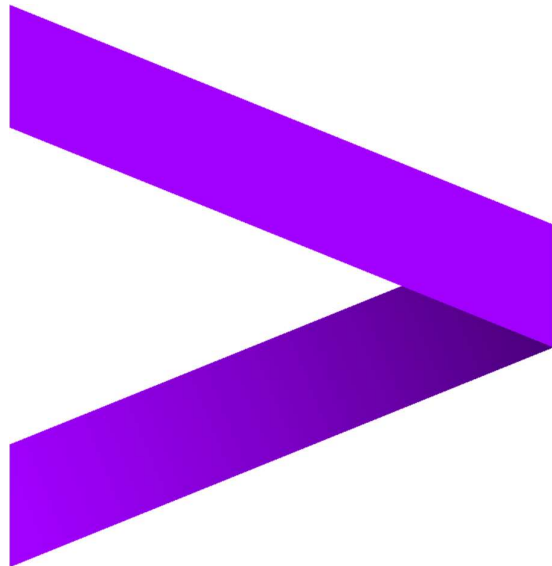




B-SCHOOL & E-SCHOOL HIRING

STANDARD OPERATING PROCEDURE (EXTERNAL)



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1. PRE-PLACEMENT TALK

1.1 PPT Delivery Mode on Campus

- 1.1.1 The PPT will be delivered on the campus either virtually via Microsoft Teams or physically at the college
- 1.1.2 Accenture campus recruitment team will share the PPT link with the Placecom that is to be shared with candidates attending the PPT
- 1.1.3 The PPT used to present on campus will not be shared with neither the campus Placecom nor with students or faculty

2. JD RELEASE ON CAMPUS

- 2.1 Accenture campus recruitment team to release the JD on campus with the link to register through HirePro to the Placecom.
- 2.2 JD to contain:
 - 2.2.1 Role Overview
 - 2.2.2 Eligibility criteria
 - 2.2.3 Scope
 - 2.2.4 Compensation

3. APPLICATIONS/ REGISTRATIONS

Interested students can register with Accenture through the link shared along with the JD on the HirePro tool

3.1 HirePro registration page

- 3.1.1 The applicant will fill in all mandatory fields in registration form including uploading a CV, passport size photo, etc.
- 3.1.2 The applicant's PAN card has to be uploaded and it is mandatory
- 3.1.3 A real-time image is captured on the tool
- 3.1.4 This will generate an admit card for the applicant which will be used through the hiring process
- 3.1.5 Registration timelines will be shared by the respective Accenture campus recruitment team POC
- 3.1.6 Only the students registered on HirePro will be eligible to be shortlisted for further process
- 3.1.7 In case of multiple entities/ roles within entities hiring from the same campus, candidates must share their preference on the portal. This cannot be changed post submitting the registration form
- 3.1.8 If any information shared on the registration portal is found to be incorrect the candidature will be rejected at the given stage

4. SHORTLIST

- 4.1.1 The Accenture campus recruitment team POC will share the shortlist with the campus Placecom prior to the hiring event, as per required timelines
- 4.1.2 Campus Placecom must check if all students mentioned in the shortlist are available for the hiring process prior to the date of hiring
- 4.1.3 If students have already been placed from the shortlist, as per business requirement the Accenture campus recruitment POC may share an extended shortlist

5. SELECTION PROCESS (ASSESSMENTS & INTERVIEW CHECKS)

Candidates may be required to undergo an online assessment as a part of the selection process. Online assessments are subjective to the company's discretion. The assessment & interviewing platform (HirePro) will enable the below checks for the assessments, interviews, & face-match statuses for all candidates and they must be apprised and must adhere to the same. Any violation of the below guidelines will lead to rejection of the candidature.

5.1 Video/Audio Monitoring (Only For Virtual Interviews & assessments)

Auto-detect suspicious activities in video/audio:

- 5.1.1 Candidate different/changed/someone else
- 5.1.2 Too many human voices in a writing test

5.2 Image Monitoring

Auto-detect suspicious activities in images:

- 5.2.1 Face mismatch (missing or someone else)
- 5.2.2 Face missing or camera blocked

5.3 Browser Monitoring

Auto-detect suspicious browser activities:

- 5.3.1 Camera view & Tab change warning
- 5.3.2 Auto-logout on too many violations

5.4 Complete Recording

- 5.4.1 Video recording for the complete session
- 5.4.2 Suspicious moments are auto highlighted

6. INTERVIEWS

Interviews can be in Virtual (6.1), Physical (6.2) or Hybrid (Combination of 6.1 & 6.2) mode and at the discretion of Accenture. Prior information about the mode will be given to the college Placecom in due time.

6.1 Interviewing process (Virtual)

- 6.1.1 Candidates will receive a mail from the Hirepro portal on the interview link with interview time to be used for the interviewing process
- 6.1.2 A candidate must login to the link 5mins prior to the scheduled time and wait in the virtual lobby until the interviewer begins the interview
- 6.1.3 In case of **multiple interviews for different roles**
 - 6.1.3.1 The candidates will be auto scheduled basis their role preferences
 - 6.1.3.2 Candidate preference will prevail in case of multiple offers inter/intra entities

6.2 Interviewing Process (Physical)

- 6.2.1 The college Placecom will be shared with the list of shortlisted & waitlisted candidates for the interview process maximum 1 day before the hiring event date
- 6.2.2 The candidate will appear for the face-to-face Skill & Final round basis the schedule given by the Accenture team in their respective colleges physically
- 6.2.3 In case of **multiple interviews for different roles**
 - 6.2.3.1 The candidates will be scheduled basis their role preferences
 - 6.2.3.2 Candidate preference will prevail in case of multiple offers inter/intra entities

6.3 Interview results

- 6.2.1 Results post each round will be communicated through the Campus Placecom.
- 6.2.2. Incase the candidate is found to demonstrate any malicious activity, either during interviews/assessments, the company holds the right to revoke their offer.

7. Offer sign out process

- 7.1 If a candidate clears all elimination rounds and is compliant with internal requirements, only then a letter of intent is released to the campus Placecom for the selected candidate

1. *Please take note that, unless there is a formal offer of employment from Accenture, any communication made by Accenture in respect of open position/selection process or steps related thereto shall not be assumed or treated to be as a commitment or an offer of employment or guarantee of employment with Accenture*
2. *At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. Before onboarding, we strongly encourage all selected candidates to take both doses of the COVID-19 vaccine as per government prescribed timelines*
3. *Accenture has not authorized any agency, company or individual to either collect money or arrive on any monetary arrangement in exchange for a job at Accenture. Accenture's criterion for hiring candidates is merit. Any agency, company or individual offering employment with Accenture in exchange for money is misrepresenting their relationship with Accenture, which has not authorized any such action. If you are approached by any entity or individuals who demand money or any other form of compensation in return for a job offer at Accenture – even if they present themselves as representatives or employees of Accenture – please send the details to Accenture Business Ethics Line <https://businessethicsline.com/accenture> or india.fc.check@accenture.com*
4. *Accenture has not authorized its officials to either collect money, benefit(s) and or favour(s) of any kind from the college Placement committee, student body and or college administration for participating in campus recruitment events at the time of confirming Accenture's participation in the same*