Students' Placement Office, IIT Kanpur

Policy 2022-23 - For Companies

General Guidelines

1. Companies are not allowed to contact the students at any stage of the recruitment process by personal mail or any other means.

2. All information regarding the selection process needs to be communicated to the placement office beforehand.

3. As part of the selection process, if students are asked to fill in their contact information or personal information at any place, then POC (IITK Placement Coordinator) should be informed.

4. The slot for Pre Screening processes like PPT /Test /GDs will be decided upon the mutually convenient time slot of the Placement Office and Company.

5. All companies participating in placements will be informed about the allotted interview slots and slot timings around mid-November by the Placement Slotting Committee of IIT Kanpur. Any requests for a slot change can be addressed in the same email.

6. Post negotiations and discussion, if there is any change of slot then the Placement Slotting Committee of IIT Kanpur will inform the companies through email.

7. Companies are required to adhere to the time slot given to them for any process.

8. Any contest or event or interaction with the students apart from those mentioned in JAF would need to be permitted by Placement Office. The company need to give an undertaking to the Placement Office that these events would be non-evaluative in nature and should not be related to the on-campus hiring process.

9. There would be no compulsion for the students to participate in these types of events. It's upon students' discretion whether they want to participate in the event or not.

10. No Placement activities or interaction are allowed during academic engagements (Class, Lab, Exams) of students.

11. Companies are always advised to be in touch with the Placement Coordinators. They should not entertain any direct contact from the students appearing in the placement process. In case of such a situation, the company must bring this immediately to the notice of the Placement Office.

12. In case of a delay of more than 60 days from the date of convocation (last week of June), the company has to pay the student the compensation for the delayed period.

PPT Guidelines

1. It is **not mandatory** for the company to schedule the PPT for the students.
2. If any companies want to have PPT, then SPO encourages the company to send information in PPT, audio/video files etc through email to spo@iitk.ac.in. The files will be shared with the students and would be available for the students over the entire recruitment season. This is one of the most effective ways to communicate with the students.
3. If a company want to have On-campus PPT or Online PPT, then they need to contact the Placement Coordinator for the PPT Slot. Since we have a limited time slot for pre-interview activities, we cannot accommodate the request of many companies.
4. The maximum duration of PPT is **60 mins.**
5. The date and Timing for On-campus or online PPT will be conveyed by the Placement office on mutual discussion with the company.
6. PPTs are not mandatory for students and it cannot be guaranteed that full registration attendance will be present for the PPT.

Test /GD Guidelines

1. Companies are allowed to conduct Technical Test/ Aptitude Test / GDs in order to shortlist students for the final interview.
2. At the time of filling JAF, companies need to clearly mention their entire hiring process with duration. Further requests on any additional shortlisting process may not be accepted by Placement Office.
3. The maximum duration for all such pre-processes (Tests or GDs) cannot exceed a single slot of **120 minutes**. If any company want to have more time for the screening process, then they need to seek permission from SPO by writing an email to spo@iitk.ac.in.
4. The slot for Tests or GDs will be provided by the Placement Office upon convenient time slot for both companies and students.
5. Companies need to provide a Test /GDs shortlist (if any) and process instructions to POC at least 4 hours before their slot by sending an email to spo@iitk.ac.in.
6. It is not recommended to contact the students at any stage of the recruitment process by personal mail or any other means.

Interview Guidelines

1. Companies need to provide their interview shortlist at least 8 hours before their interview slot. Since there is a parallel recruitment process, it is advisable for the company to send an extended shortlist of the candidates to SPO beforehand. Once the original shortlist interviews get over then depending on the time left, extended shortlist interviews will happen to ensure companies receive the best talent pool from IIT Kanpur.

2. Company POC is advised to get in touch with the allotted IITK Placement Coordinator at least 2-3 hours before their interview slot for proper coordination during the interview process. In case you are not able to contact the coordinator, then send an email to spo@iitk.ac.in at the earliest.

3. To facilitate parallel recruitment processes, the Students' Placement Office will prepare the interview schedule of each company through an internally developed algorithm to ensure that students attend all of his /her interviews and companies can take interview of all shortlisted candidates.

4. **No Hotlist or Interview Schedule** from any companies will be entertained. It would not be possible for us to entertain individual requests from companies on preferred student slotting.

5. A student would be available for a **maximum of 45 minutes** to each company and all companies are expected to keep to the student slotting for everyone's convenience.

6. The slot allotted for the selection procedure(Interview) by the Placement Office to the company is of **8 hours only.**

7. **Companies are required to interview all available shortlisted students within the 8-hour interview slot.** They are requested to arrange a sufficient no. of panels beforehand to ensure they can interview all required no. of rounds to all students.

8. In case multiple rounds of interview is needed for some students, then companies are requested to contact the allotted placement coordinator. The Placement Coordinator will inform the companies about the availability of these students to schedule a further round of interviews.

9. Companies are not allowed to get in touch with students directly over call or email without prior permission from the Placement Office. All information needs to be informed to the placement coordinator and the placement coordinator will inform the students about the same.

10. Companies should not entertain any direct contact from the students appearing in the placement process. In case of such a situation, the company must bring this immediately to the notice of the Placement Office.

11. Interviews of PPI offered students will be conducted on the day on which the company is visiting the campus for other shortlisted candidates.

Offer Announcement Guidelines

1. No **"On the Spot"** offers should be made nor can any clue be given to any of the candidates during the placement interview.
2. All offers will be made through Placement Office only.
3. On completion of the recruitment procedure, the company needs to submit the final list of offers in a closed envelope to the Placement Office and send an email to spo@iitk.ac.in. The offers will be opened at the end of the slot when all companies finish their process.
4. In case a candidate receives multiple offers, the candidate must make a choice at the end of the slot. The companies will be intimated about the final choice of the candidate three hours after the end of the slot, or receipt of the offers, whichever is later.
5. Since there is a high probability of multiple offers, the companies have to furnish a waiting list (in order of priority) to the Placement Office along with the final offers. In case a candidate who is extended multiple offers chooses the other company, the first candidate in the waiting list moves up in the final offer list. The waitlist will not be disclosed to the students and will be released on a per-student basis.

Offer Acceptance Guidelines

1. SPO will inform the companies about the acceptance/rejection of the Job offers of the students three hours after the end of the slot, or receipt of the offers, whichever is later.
2. In case a student is not willing to join the company to pursue higher studies or for any other reasons (after accepting the offer in December), he/she should inform both the company and SPO before 15th April 2023[**].
   [**]This date is tentative and may be changed at the discretion of the Placement Office.
3. 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 i.e., the student will not be allowed to appear for other companies' interviews on subsequent interview slots.

Post Offer Acceptance Guidelines

1. Companies are requested to confirm the date of joining with the students. The final year end-semester examination will end by the first week of may but some students may have academic engagement (coursework, thesis work) till July.
2. The offer letter sent to the candidates must be consistent with the details filled in **Job announcement Form (JAF).**
3. Companies are requested to send the offer letter to the students to their IITK Email ID, Personal Email id with cc to spo@iitk.ac.in.