

Recruitment Policies

IIF has developed a set of policies and guidelines to which the Institute and the Recruiters should mutually agree. The shared commitment to these policies and guidelines, by both partners, provides the foundation for a fair and ethical recruiting process.

IIF makes its programmes and activities available to organizations whose behavior and practices are consistent with the policies outlined below. Please become familiar with them and use them as a reference throughout the year.

No-Missed-Class Policy

IIF maintains a very strict no-missed-class policy. Students may not miss class for interviews or interview-related travel. **Scheduling events/travel that conflict with a student's class schedule is a violation of IIF recruiting policy.**

Extending Job Offers

Please notify a student in writing of the major elements of a job offer, including a start date or a range of dates (for example, April 2007-June 2007), to avoid any misunderstandings. We ask students to notify companies of their decision as soon as possible, since their acceptance has implications on your business.

Reneging Offers

Reneging on a job acceptance is a serious issue. If a student expresses concern with his or her employment decision, we may be able to help them fully evaluate the situation. Reneges will be evaluated on a case-to-case basis. CDP reserves the right to revoke a student's recruiting privileges in the event that they renege on a job acceptance.

Equal Opportunity Statement

In accordance with IIF policy, the Institute does not discriminate against any person on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, marital status, veteran status, or handicap in admission to, access to, treatment in, or employment in its programs and activities. Accordingly, the Institute makes its facilities available to recruiting organizations whose practices are consistent with this policy.

Missed Interviews

If a student fails to appear for a scheduled interview, please inform CDP as soon as possible. We reserve the right to revoke a student's recruiting privileges in the event that they miss more than one interview.

Retracting Offers

Recruiters may not pursue a student who has already accepted a job offer from another organization, as this behavior can damage relationships with students, other recruiters, and the Institute. **Withdrawing job offers, whether verbal or written, violates professional standards and IIF recruiting policy.** If you are considering retracting an offer for whatever reason, please call our office immediately.

Grade Disclosure

If you require transcripts, please notify the student in advance so he or she can authorize release by the Institute's Examination Coordinator.

Offer Consideration Time

Making an offer to a student represents a significant commitment by both the employer and the student. To balance the needs of both students and employers, we request that the students should be given at least 2 weeks time to make a lifetime commitment.

Notify CDP of Any Concerns

If occasionally, a participant in the recruiting process violates specific rules or general standards of propriety. Then for assistance regarding any incidents, please contact our office immediately.

IIF reserves the right to modify its recruiting policies throughout the year.