<u>Recruiting at Ivey 2024/25</u>

Welcome to Recruiting at Ivey!

The Ivey Business School continues to provide a business education that is second to none. Our case-based programming transforms our students into business leaders, and our Career Management team is doing more than ever to prepare students for post-graduate employment and long-term career success. Recruiting the best talent is critical to creating and sustaining a successful business. Our primary goal is to make it easy for you to access students and position yourself as an employer of choice.

The following pages outline our 2024-2025 recruiting guidelines. We have worked with other top business schools to define these standards to ensure fair access to our diverse student population. In our role bridging organizations and students, we have Professionalism Guidelines outlining our expectations of our students, which we would happily share at your request.

Thank you for your continued partnership. Should you have any questions, please don't hesitate to [contact us.](#)

Recruiting Calendar
Key Dates
To help with your planning, please see our key dates calendar. This page will highlight holidays and academic blackout periods where Ivey students are unavailable for recruiting activities.
Blackout Dates
All recruiting activities, including engagement events and interviews, must be scheduled outside blackout dates. We understand that many organizations have multi-university strategies and often juggle multiple school calendars. Our team will work with you to identify the best date options for Ivey students to ensure they can participate in your activities.

Event Planning and Consultation
Our team will work with you to provide tailored recommendations that create an engaging event as unique as your organization. We offer end-to-end support to help you select the best space and format to ensure maximum impact with students and manage all logistical aspects, including advertising and promotion, student registration and attendance.
Check out our **Ivey Planning Toolkit** for best practice recommendations, and **contact us** for a consultative conversation.
Venue Options
- On-Campus: Ivey offers all recruiting partners the use of our state-of-the-art event spaces and interview suite free of charge.
- Off-Campus: Depending on your budget and event capacity, you may decide to host your event at an off-campus location. Our **London Event Venue Guide** will highlight alternative venue options sourced by our team.
- Virtually: Many organizations are using the power of technology to expand their reach. Our team is here to support you if you are planning a virtual event.

Recruiting Process Details
Ivey Resume Database
A custom resume book is a great way to identify high-potential candidates that fit your talent profile. Our online database allows you to search and filter based on student work experiences and career preferences, including industry, function and geographic location, and to identify pre-Ivey programs, language ability, and more. For more information or to request a custom resume book, contact our team at recruit@ivey.ca.

Job Postings

There are two ways to advertise your job opportunities to our students.

1. **Send** your job description(s) and the details below to our team at recruit@ivey.ca.

- Application deadline
- Job Location
- Number of potential hires for each posting provided
- Preferred method of receiving applications (i.e., electronically to Career Management, through your company website, email, etc.)
- If applicable, a contact name for cover letters to be addressed to
- If transcripts are required, please advise which grades you need from students (I.e., HBA or MBA grades only, or HBA grades along with first two years before Ivey, or MBA grades along with full undergraduate transcripts)

2. **Post** your job description(s) through our career platform. Our **Employer Toolkit** will provide step-by-step instructions on how to navigate the platform.

All job postings received by our team or through our system are advertised within two business days. Once the details are live, you will receive a confirmation email outlining the job posting details for your records.

Interviews

Whether hosted in person in Ivey's state-of-the-art recruiting center or virtually, first-round interview scheduling support is free to all recruiting partners. We encourage you to consider this service, as it allows for the best opportunity to optimize schedules and minimize potential conflicts to ensure you can meet with as many students on your shortlist as possible. As a relationship has been established through first-round interviews, we encourage all firms to schedule additional interview rounds directly with students.

If you choose to do your 1st round interview outreach and scheduling yourself, we ask that you provide us with your final schedule and let us know of any changes so we can answer any student questions about your interview process.

Submitting Your Shortlist

To ensure students are well prepared and have a reasonable amount of time to manage potential scheduling conflicts, we ask that you send your shortlist to recruit@ivey.ca or your Career Management contact a **minimum of three business days** before your scheduled 1st round interview date. We will email a final schedule and relevant details needed to conduct your interviews no later than one business day before your interview date.

Required Shortlist Information:
- Shortlist Names (email addresses not required)
- Alternate candidate names should any shortlisted students decline the interview or have conflicts
- Interview Format (i.e., Tandem, standard, etc.)
- Interview start and end time (i.e., 8am – 5pm) and duration (i.e., 30 minutes)
- Breaks required for your interviewers (i.e., 5 minutes between each interview, 1-hour lunch at noon, etc.)
- Interviewer Name(s)
- Interview Type (i.e., Behavioral, Case, Technical, Mixed, etc.)

Extending Offers

If you have previously recruited from Ivey, you may be familiar with our Offer Sign Back policy. After careful consideration and consultation with various internal and external stakeholders, Ivey has decided not to continue this policy for the 2024-2025 recruiting season. Ivey maintains that building a reputable employer brand and supporting students includes providing the time and space needed to explore career interests without the pressure of accelerated recruitment timelines. Ivey recommends giving students five to ten business days to make offer decisions. Shorter timelines, such as three to five business days, are anticipated within specific industries and sectors.

Employers Retracting an Offer

We understand that extenuating circumstances may require employers to retract job offers. In these instances, and to help support a positive employer brand for future recruitment success, we encourage you to contact us as soon as possible for guidance.

Students Reneging an Offer

Ivey doesn't encourage or endorse student offer reneges, but they happen. In our experience, reneges are rare and unique to each student's situation.

Professionalism principles are at the core of our Career Management Programming. Our coaching team offers guidance and support when a student is contemplating an offer renege, encouraging them to consider their decision's short-and long-term impact on their personal brand, career, and Ivey's reputation. With this, we expect that students are handling reneges professionally.

If a student reneges on your employment offer, please get in touch with us for a consultative conversation and assistance souring alternate candidates for your talent needs.