Advisory to Companies for Online Hiring Process (2020-21)

- Online Interviews may be conducted for whole working hours on Saturday and Sunday for internship hiring. During working days i.e. Monday-Friday, evening slots may be used for interviews. The proposed start date this year is 22nd August 2020.

- Students' data shall be collected by CDC and in turn share it with hiring companies. However, if needed and under consent of CDC, a hiring company may directly collect students' data through company approved portal/webpage using individual login. However, the companies are not permitted to collect any compiled/consolidated data directly from student or students' representative. In case of any emergency, if at all a company has collected data using individual login on some approved portal, it must be vetted/ approved from CDC before conducting online tests/interviews.

- Companies may conduct online exams in evening hours after their classes are over. For interviews on Saturday and Sundays, two slots with a gap of 2-3 hours in between shall be prepared. Each slot can accommodate 3-4 companies.

- Interviews can be conducted using Zoom/ Google Meet, or any other popular platform. For online tests and interviews, web link can be shared with Career Development Centre (CDC) or in certain cases, with CDC nominated student representatives only.

- For Interviews, the serial number of students shall be finalized mutually between concerned company and CDC. CDC shall share it further with authorised student representative only.

- For coordination purpose, during ongoing interviews, CDC will be in contact with the students using WhatsApp. Additionally, if required, the hiring company may request CDC personnel to join the online virtual mode through apps like (Air/Google meet/Team etc.) for coordination and conduct.

- Each interview slot shall be of 6 hours duration.

- IIT(ISM) Dhanbad follows 1-student-1-offer policy. In a given time slot, there can be more than one parallel running interviews. Students shortlisted in more than 1 company on the same day will render his/ her preferences before the start of interview.

- Companies must NOT ask the preference of any student during the interview.

- It is strongly recommended to use **"AI enabled proctoring software"** on the part of recruiting organisations to have a full proof method of face recognitions to evade any chances of impersonification.

- It is mandatory on the part of Companies to declare their results only to CDC before beginning the interview in next slot. CDC will have to finalise the results matching with the choices made by students. Subsequently, CDC will share the results with companies and students.

- CDC will declare the final results post-interviews in all the slots on completion of a given day, hedging with company selection vis a vis students' preferences. Company may announce a waitlist too to compensate for any dropout from the main list.