

## Recruiter's Guide for Y2018 Summer Internship Program (for the MBA19 Class)

The CEIBS MBA program is an 18-month program, which is comprised of 7 terms starting from August and ending in February of the third year. In the summer of 2018, over 180 students from the MBA19 Class will be available for full-time internship for 10 weeks either in China or overseas (from Jun. 25<sup>th</sup> to Aug. 31<sup>st</sup>, 2018). However, your organization has the option of continuing the employment of the interns into the academic term through mutual agreement of both parties. Experience has shown that most successful summer internship programs are characterized by advance planning before the interviews.

### **Typical MBA Internship**

MBA students look for an internship that will add depth to their resumes through hands-on experience and substantial contact with decision makers. Along with expanding their functional skills, many students are looking to use the internship as a way to build industry knowledge.

Internships might involve strategy planning, investment analysis, financial analysis/forecast, marketing planning, business/process innovation or projects co-created by you and the MBA intern(s).

### **The Value of the Internship Program to Your Organization**

- ***Immediate and productive contributions to your organization:*** CEIBS MBA students possess the advanced business knowledge, solid hard and soft skills, maturity and problem solving capability to work on a variety of duties, responsibilities and/or special projects with little supervision. CEIBS interns functioning in the role of trained professionals often bring unique and fresh perspectives that organizations can use to improve many everyday business practices.
- ***Short-term and cost-effective talent:*** Hiring a CEIBS MBA student to work on special projects will be significantly less expensive to organizations than hiring "consultants" with comparable levels of knowledge and skills.
- ***An effective, low-risk evaluation and training ground for prospective full-time hires:*** Organizations can use the internship as a probationary period to evaluate whether they would like to offer the MBA intern a full-time position upon completion of the internship. There is no better way to find out if a person is suitable for the job and the organization than employing the person for a "trial period" by way of an internship.

### **How to Participate in the Internship Program?**

- ***Intern Selection:***
  - ***Job Posting:*** Employers interested in hiring our MBA students as interns should list internship position(s) directly with your assigned CDC consultants or CDC by sending an e-mail along with filled-up Job Posting Request Form (or JD) to [cdc@ceibs.edu](mailto:cdc@ceibs.edu). Once we have received the Job Posting Request Form (or JD), the internship opportunity will be announced to the students via our internal secured website.
  - ***Company Presentation:*** Company presentations and information sessions can be arranged for you to introduce your organization to the students and to explain the nature of the internship offered. Offering an information session will improve your chances of getting the most qualified students on your interview schedule.
  - ***Resume Book:***

- Access to the **online Resume Books** of students will be open to the contact person of the hiring company listed on the Job Posting Request Form, per your request.
- You may also contact us for hard copies of Mini Bio of the class since late November 2017

○ **Interview:**

- The employer has the discretion to conduct interviews and select number of interns.
- Interviews can be held on campus or at your work site. However, it is recommended that first interviews be held on campus to give your organization the advantage of seeing a wider cross-section of students.

● **Recruitment Timetable:**

Aug. 28 <sup>th</sup> , 2017-June 18 <sup>th</sup> , 2018	Companies submit the <u>Job Posting Request Form</u> (or JDs) to CDC (form downloadable via <a href="http://www.ceibs.edu/mba/yourcareer/recruiters/index.shtml">http://www.ceibs.edu/mba/yourcareer/recruiters/index.shtml</a> )
Jan. 17 <sup>th</sup> , 2018	MBA Job Fair (Shanghai Campus)
Sep. 2017-Jun. 2018	Company presentations & interviews
Jun. 22 <sup>nd</sup> , 2018	Deadline for companies to confirm hiring with CDC
Jun. 25 <sup>th</sup> -Aug.31 <sup>st</sup> , 2018	Official full time internship period
Sep. 1 <sup>st</sup> - Sept. 30 <sup>th</sup> , 2018	Companies submit the <u>Online Employer Student Intern Evaluation</u> ( <a href="https://ceibs-csm.symplicity.com/surveys/MBA19_Employer_Evaluation">https://ceibs-csm.symplicity.com/surveys/MBA19_Employer_Evaluation</a> )

● **Salary and Allowance**

CEIBS MBA Internships are typically paid or compensated in form of traffic and meal allowance. All the pay and allowance negotiations are between the students and the hiring organizations.

For your reference: based on our 2016 Summer Internship survey, the mid 80% range of salary/allowance was RMB 120-600 per day (=RMB 2,580-12,900 per month).

**Responsibilities as Intern Recruiters**

In addition to the responsibility of supervising the interns, there are only a few requirements:

- The recruiter needs to finalize the intern offers with the selected candidate(s) by Jun. 22<sup>nd</sup>, 2018.
- We recommend that students be given sufficient time to respond to an offer. Your firm's decision to hire should be confirmed to CDC before Jun. 22<sup>nd</sup>, 2018.
- The recruiter needs to fill out an **Online Employer-Student Internship Evaluation** to evaluate the intern's performance and send it back to CDC by end of September, 2018.
- For hiring of foreign student to do internship in China, please allow students ample time for government approval and processing.
- For overseas internship, please allow students ample time for visa and or work permit application and processing.

**Inquiries**

Please feel free to contact your assigned CDC consultant for your questions. Or contact Ms. Lillian Lan at 86-21- 2890 5142 or by e-mail: [cdc@ceibs.edu](mailto:cdc@ceibs.edu). The CDC consultant in charge of the industry your company belongs to will get back to you.