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1. Preface

The office of Career and Placement Services (CPS) supports AUB students and alumni by providing information, resources and guidance that lays strong foundations in their career development. Through the Annual Job Fair and other events as well as by means of the Career and Placement Electronic Services opportunities are created to place students in multinational, regional, and local firms/institutions. This includes placing students in full-time/part-time jobs as well as in internships.

Employers participating in on-campus recruiting express keen interest in outstanding AUB students and alumni, and utilize CPS services to recruit AUB graduates as well as potential graduating students in all fields and majors.

2. Career and Placement Services 2011-2012 - Main Events

- October Special Employment Days (OSED) 2011
AUB’s October Special Employment Days is a month long career event that hosts dozens of multinational, regional and local firms that are interested in recruiting AUB students and alumni for full time and part time jobs as well as internships. This event will start on the first Monday of October until the first week of November from 9am till 6pm.

- AUB Annual Job Fair 2012
During the Annual Job Fair, the American University of Beirut hosts around 150 multinational, regional and local firms interested in recruiting AUB students and alumni for full-time and part-time jobs as well as internships. This on-campus event will be held the second Thursday and Friday of May from 12noon until 7pm.
- Career Development Workshops - September 2011 to May 2012
From the last week of September until mid December Workshops on resume/cover letter writing and interviewing skills will be carried out every Monday and Tuesday between 12noon and 2pm at the West Hall room 310 and Recruitment presentations/ business case analysis will be held on Wednesday Thursday, Friday between 12noon and 2pm at the West Hall Auditorium A/B. Exceptions will be made on Nov 16, 17 and 22 due to SRC elections and holidays.

These sessions will be repeated as above from the third week of February until the first week of May. Exceptions will be made on official holidays.
Recruitment Presentations, Business Case Analyses aptitude tests and on-campus interviews will be held throughout the year on a regular basis; however, each activity will be advertised at least one month before the event.

Part A

3. CPS Policies and Procedures for Employers

i. General Guidelines
On-campus recruiting is a formal process with guidelines that strive towards maintaining positive cooperation between CPS and employers. Employers are expected to uphold all CPS Policies and Procedures as specified in this document.

ii. CPS Posting Approval Policy
All printed career materials (flyers or posters) must be submitted to the CPS to be stamped for approval before being posted on bulletin boards across AUB campus. All material must include the official AUB logo.

iii. Job Vacancy Announcements
All interested employers may contact the CPS office via email to mg03@aub.edu.lb and request a CPS employment package. This folder contains all the required documents to be filled and completed by employers specifying the job title, required majors, years of experience and other important details. All job vacancies will be screened by the CPS to assess suitability and will be posted on the CPS and Alumni websites and advertised to the applicable AUB population via email.
The job vacancies posted on the website are available solely for AUB students and alumni. All employer information is kept strictly confidential. We refer all resumes from interested AUB candidates for evaluation by the employer.
All students and alumni may view a sample resume and cover letter on the CPS website to guide them during the job application process.

iv. Employer Visits to Campus
ALL employer visits to campus must be hosted by the Career and Placement Services (CPS), Office of Student Affairs.
v. On campus vending
On campus vending by firm representatives during any career event including but not limited to the annual Job Fair and October Special Employment Days is strictly prohibited and could result in prompt suspension from the event.

vi. Email Policy
CPS does not permit blanketing students with emails. Messages must not misrepresent the identity of the sender and should not be sent as chain letters or "broadcast" indiscriminately to AUB students & alumni. Email addresses found in submitted resumes and/or cover letters should be used solely for the purpose of that particular job vacancy.

4. Career Events Policies

i. Event Flyers and Recruitment Presentations
Firms interested in conducting recruitment presentations, business case analyses and/or on campus interviews must contact the CPS at mg03@aub.edu.lb and request an event flyer to be filled out and sent back to CPS at least a month before the desired date of the event in order to be advertised to the targeted students/alumni. For recruitment presentations a list of attendees will be made available upon request.

ii. Business Case Analysis
Firms interested in inviting all students/alumni to their Business Case Analysis event must fill out the Event Flyer at least one month so that it can be advertised before the desired date of the event. Firm wishing to restrict the event to a selected population must notify the candidates of the date, time and location and send a copy of their list of attendees to the CPS.

iii. On Campus Interviews
Firms interested in carrying out an on campus interview are required to fill out a job vacancy form and send it back to the CPS to be posted on the Alumni and CPS Websites as well as advertised one month prior to the event in order to receive the resumes and cover letters of interested candidates. The selected candidates must be notified of the date, time and location of the interview and the firm must submit their finalized interview schedule to the CPS.

iv. Room Reservation
Rooms are readily equipped with a LCD projector and microphone however firms must secure their own personal laptop. A list of attendees will be sent to firms upon their request. Catering services can be arranged at the hosting firm’s own expense upon request.

A room reservation fee of $500 must be settled two weeks prior to any career event in order to finalize the registration process.

v. Payment Policy
Firms interested in participating in any AUB career event or activity must settle payments through the following Options:
Payment By Check
A check should be paid to the order of AUB Job Fair DCR 158010/015100 and sent through any registered courier such as DHL, Aramex, etc. any day between Monday and Friday from 9:00 a.m. until 2:00 p.m.

Payment By Wire Transfer
Bank Name: HSBC Bank
Bank Account Name: AUB Account
Bank Branch Name: RAS Beirut Branch
Bank Account Number: 003-013687-100
Country: Lebanon
Bank Address: Hamra Street
Swift code: BBMELBBX

A copy of the transfer should be emailed to the CPS to assist us with follow up.

5. Interview Policies

i. On-Campus Interview Cancellation
Employers who cancel or reschedule on-campus interviews must notify the Career and Placement Services, Student Affairs one week in advance. CPS will TRY to accommodate requests to reschedule interviews in case of sufficient advance notice.
There will be no refunds for canceled reservations within 48hrs or less prior to the event. Cancellations made by firms within one week but before 48 hours of the scheduled interview date will be charged $100 of the $500 fee total.

ii. Adding/Removing Students to/from an Interview Schedule
Employers who wish to add new interviewees to the interview schedule must notify the CPS with the updated list. Employers who feel that a student does not meet the required qualifications and wish to remove them from their interview schedule must contact the student and subsequently inform the CPS office.

iii. Second Round Interviews
If students are called for second/final round interviews, reasonable time must be allowed for them to attend.

6. Job Offers and Vacancies Policies
CPS expects employers to honor all written offers made to AUB students/alumni, and avoid ensuing conditions and pressure on students to make quick decisions. Therefore, employers should give students adequate response time from the date of the offer.

i. No Exploding Offers
A common type of exploding offer occurs when employers provide more offers than the number of positions available and inform all students that they will be accepted on a first-come, first serve basis.
ii. Expectation of Written Offers
Employers who alter contract conditions after both parties have signed will be subject to penalties which may include suspension from the CPS Services unless this issue has been confidentially discussed with the Dean of Student Affairs and the CPS director with a written and valid document justifying the action. The CPS reserves the right to determine the appropriateness of the job vacancies being offered for AUB students and alumni.

iii. Commission-Based Sales Positions
Employers offering positions that provide compensation that is 100% commission based with no basic salary, can offer these positions under the following conditions:
- The job opportunity is for full time employment
- The compensation and terms are clearly disclosed in the job description
- The vacancy is posted on the CPS and/or alumni website

iv. Conditions for Altering Job offers and descriptions
The CPS recommends that employers abide by their original job offer. CPS must be informed beforehand of any changes in the job offer such as variations in job responsibilities, salary reduction, reduced workweeks, changes in job location, delayed starting dates and any other changes.

v. Third party Agencies
Third party recruiting agencies are not eligible to use the CPS services.
If the firm has appointed an employee to represent the firm, an official document should be sent by the CEO of the firm to notify the CPS.

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7. CPS Policies for Professional Conduct

The CPS services are provided solely to AUB registered students and alumni. All participating firms must abide by general AUB policies rules and regulations. For further details go to link:

By registering your company with the Career and Placement Services (CPS), Student Affairs at the American University of Beirut (AUB), you agree to accept and comply with the policies and procedures of CPS regarding employer recruiting activities. We reserve the right to refuse servicing any company or organization whose business we believe is of a nature that is not appropriate for the AUB student body and alumni.

i. Equal Opportunity Regulations
Employer representatives are expected to comply with Equal Employment Opportunity regulations and related legislation in their recruitment and hiring practices (job postings, on-campus recruiting, campus visits and career event attendance). All candidates must be considered equally regardless of race, religion, color, sex, disabilities, sexual orientation, national origin or age.

ii. Smoking policy
Smoking is prohibited inside the buildings at AUB Campus. AUB is also a non-smoking campus and smoking is permitted in only a few designated areas.
iii. Case of Violation
Employers who violate any aspect of the AUB CPS Policies will be subject to penalties, including possible suspension from AUB On-Campus career activities.

8. Job Fair Procedures

a. The collected resumes for other than recruiting purposes is prohibited and will be used ONLY to place potential candidates by the attending firm.

b. All Job Fair participants may exhibit their products and/or services; however, selling is strictly prohibited.

c. Posters and/or flyers must ONLY be placed within the allocated stand.

d. All participating firms are expected to provide the CPS with a statistical report of all recruited AUB graduates through the Job Fair event before September.

e. All firm representatives are required to carry the official ID of the company/institution (business cards are declined) in order to be given access to the AUB Campus as the AUB Protection Office will be provided by CPS with a list of participating firms.

f. All participants may enter AUB Campus any of the three days prior to the event starting 8:00 a.m. until 7:00 p.m. from the Periphery Bliss Gate, facing Socrates Restaurant, to unload equipment in the West Hall Common Room and have the firm’s name tag along with your contact address on each item/equipment. Vehicle access for equipment offloading is limited to 15 minutes so that other companies may have equal access. Firms must specify the exact time of visit for unloading equipment before April 1. Please note that no firm will be allowed to unload equipment during the Job Fair event.

g. The name of the driver and workers, the car brand/color/plate number must be provided before March 15, in order to forward this information to the AUB Protection Office.

h. All valuable and important belongings/furniture/equipment should not be left unattended at the stand during the two day Job Fair event. Storage space can be provided upon request.

i. Job Fair Participants must pick up all their belongings on the afternoon of the second day of the Job Fair event starting 4:00 p.m. and not later than 6:00 p.m. in order to give the CPS staff sufficient time to prepare for the Gala dinner, otherwise the AUB Administration will not be held responsible for any loss. Please take note that there will be no storage room provided on the second day of the Job Fair event, to keep your equipment after 6:00 p.m.

j. Two badges with the name of the firm will be provided by the CPS usher to the company’s/institution’s representatives. If more than two are needed please specify before April 1.

k. Refreshments, hot beverages and lunch will be provided during the two-day event. The number of representatives in each booth must be specified before April 1.

l. Job Fair participants interested in wireless connection should inform the CPS before April For electrical equipment please utilize European plugs with 220V.

m. Parking is not available within AUB Campus.

n. Below are the booth specifications:
   - 2.5 m height
   - 2 spot lights
   - 1 electrical socket
   - 1 frontal signboard with the company name printed
   - 1 table (115cm x 60 cm, height 75cm), a table cloth and 2 chairs.
Please specify the final number of Gala dinner tickets needed by your firm/institution before April 1.

Your participation fee is non-refundable unless the AUB Administration cancels the Job Fair.

Job Fair participants who would like to ship any material for the Job Fair event must cover ALL the custom charges prior delivery and all shipments could be received as of the three days prior to the event starting 8:00 a.m. until 6:00 p.m. A copy of the shipment payment should be sent to me electronically in order to avoid any misunderstanding with the courier. Following is the mailing address:

“Career and Placement Services
American University of Beirut
P.O.Box 11-0236
Riad El Solh, Beirut 1107 2020, Lebanon
West Hall, Ground Floor, Room 115
Tel: +961 1 350 000 ext. 3172
Tel/Fax (Direct Line): +961 1 744 488
Email: mg03@aub.edu.lb”

9. Useful Weblinks and forms

i. October Special Employment Day Preliminary Reservation Form: Please fill the attached reservation form and send it back to Dr. Maryam Ghandour before September 01 or you may visit the following hyperlink: http://www.aub.edu.lb/sao/cps/OSED/Documents/reservation-forms/Reservation-form.doc

ii. Individual Interviews: If you wish to carry out individual interviews on campus during October Special Employment Days, excluding Saturdays and Sundays, please specify the exact date and time in order to reserve a room. Please take note that every firm is responsible to notify the selected candidates of the interviewing schedule in terms of date, time and location. A copy of the interviewing schedule should be emailed to the Career and Placement Services (CPS) Office, once ready.

iii. Recruitment Presentation: If you wish to carry out a recruitment presentation during October Special Employment Days, excluding Saturdays and Sundays, please confirm in order to reserve a room by specifying the exact date and time as well as modifying the attached flyer so that it will be announced to the AUB targeted population or you may visit the following hyperlink: http://www.aub.edu.lb/sao/cps/OSED/Documents/reservation-forms/Recruitment-Presentation-Flyer-Form.doc

iv. Aptitude/Personality Test: If you wish to carry out an aptitude/personality test during the October Special Employment Days, excluding Saturdays and Sundays, please confirm in order to reserve a room by specifying the exact date and time and filling the attached job vacancy form. Please take note that every firm is responsible to notify the selected candidates of the test schedule in terms of date, time and location. A copy of the assessment schedule should be emailed to the Career and Placement Services (CPS) Office, once ready.
v. Business Case Analysis Workshop: If you wish to carry out a business case analysis workshop during the October Special Employment Days, excluding Saturdays and Sundays, please confirm in order to reserve a room by specifying the exact date and time and filling the attached job vacancy form. Please take note that every firm is responsible to notify the selected candidates of the workshop schedule in terms of date, time and location. A copy of the workshop schedule should be emailed to the Career and Placement Services (CPS) Office, once ready.

vi. Job Vacancy Form: Kindly find attached the job vacancy form to be filled for any available position at your firm in order to be advertised to the targeted AUB population so that this will allow you to interview the selected candidates and/or carry out aptitude/personality test and/or business case analysis workshop or you may visit the following hyperlink: http://www.aub.edu.lb/sao/cps/OSED/Documents/reservation-forms/JOB-Vacancy-Form.doc

vii. Firm Profile Form: Please fill the attached firm profile form and send it back to me in order to include your profile in the handout which will be advertised to more than 100,000 AUB graduates and 7,500 registered students through emails, CPS website, AUB Bulletin, AUB Post and AUB Alumni Online Community as well as distributed during the event or you may visit the following hyperlink: http://www.aub.edu.lb/sao/cps/OSED/Documents/reservation-forms/Firm-Profile-Form.doc

viii. Firm Representatives: Kindly take note that each firm representative has to carry a copy of the attached Form to Access the AUB Campus signed and stamped by the CEO/GM/Director and a copy should be emailed to me in order to facilitate the access of your representatives to the AUB Campus, otherwise they will not be allowed to enter the AUB premises. Kindly find the access form for firm representatives attached or visit the following hyperlink: http://www.aub.edu.lb/sao/cps/OSED/Documents/reservation-forms/Acces-Form-for-Firm-Representatives.doc

ix. Wireless Connection: Since many people are accessing the AUB internet server simultaneously which may slow down the internet connection, please purchase an internet wireless card to be placed in your laptop provided you have an internal modem inside your laptop.

x. Sponsor Form: Please fill this form if you are interested to sponsor any of the October Special Employment Day activities that you can find attached or visit the following hyperlink: http://www.aub.edu.lb/sao/cps/OSED/Documents/reservation-forms/Sponsor-Form.doc

xi. Car Parking: Parking is unavailable within the AUB campus; however, you may keep your car in any of the nearby lots.

Part B


i. Regular Job Vacancies
Interested AUB students/alumni can send their resumes and cover letters to the CPS specifying the Job reference number in the subject line after which the documents will be forwarded to the
employer. The employer may choose to contact the applicants via the contact details present in their resumes.

ii. On-Campus Interviews
Students & Alumni must apply and submit their resumes and cover letters to any available career opportunities through the CPS, after which their career documents will be forwarded to the HR managers for review. The selected candidates will be notified of the on-campus interview either directly by the employers HR representative or via the CPS staff.

iii. “No Show” on Interview Day
Students/alumni participating in the on-campus interview process are held to a strict “no show” policy. If a student has to cancel an interview, s/he must do it at least two business days prior to their scheduled interview. If the cancellation occurs less than two business days prior to the interview with a reason deemed invalid or unjustified by the CPS, it is considered a “no show”. A student with a “no show” is suspended from future interviews and is required to send a letter of apology to the recruiter and submit a copy to Career and Placement Services, Student Affairs. Students with more than two “no shows” are not entitled to participate in the campus interviewing program unless a valid reason is presented.

iv. Society/Club involvement Policy
Clubs and Societies are responsible for nominating one officer to serve as a liaison to facilitate clear and effective communication between the CPS and the student body, encouraging students to become more involved in career activities and providing feedback on ways to further improve our services to meet student’s needs.

v. Society/Club Liaison Qualifications
Society/Club members who are team players with high academic standards, communication and public speaking skills are qualified to act as liaison officers between their respective society and the CPS

vi. Job Offer Policy
Students/alumni can accept or reject job offers by sending an official email to firm representatives within a time period agreed upon with the employer during the interview.

Part C

11. Recommendations for Students- Tips and Guidelines for students/alumni

A. Email guidelines

i. Email Your Resume and Cover Letter to Employers
   • Research the organization website before sending an email to the employer in order to avoid repetitive questions
   • Send your resume and cover letter to the specified contact address on the firm’s website.
ii. Reply to Employers
- Read the employer’s email carefully and follow instructions that may require you to apply online or contact another person.
- Focus on the same subject in your reply and keep a record of the correspondence within reach.

iii. Save the Written Correspondence
- Keep a record of all your correspondences, appointment’s dates and locations to avoid confusion and misunderstanding.

iv. Send Clear E-mails
- Avoid sending emails without a subject line and clear content in order not to be disregarded.

v. Use Your University Email
- Use your university email address with the “edu” extension so that the recipient recognizes you are affiliated with an educational institution. Your full name should appear to the recipient in your e-mail alias.

vi. Specify Your Subject Line
- Specify the title and the reference number in the subject line. Make it clear and concise to the recipient in order not to be disregarded.

vii. Use Professional Business Writing Style
- Introduce yourself briefly including your full name, degree, experience, etc.
- Use Business-like writing style in your correspondence.
- State the purpose of your writing.
- Be clear and straight to the point.
- Avoid grammatical errors such as spelling and punctuation.

viii. Use Professional Business Format
- Avoid using graphics, bolding, color and stylized fonts that are difficult to read in your business correspondence.

ix. Include Your Signature in the Correspondence
- Use a handwritten signature in your business correspondence, if possible, while a signature block could be used occasionally in your email communication including your full contact address.

x. Specify the Content of your Attachments
- Avoid sending a content-empty e-mail that forces the recipient to open an attachment to know why you are writing. Specify in your email a brief summary of your attachment.

B. Business Etiquette

i. Address Recipients Appropriately
- Use the family name and the title such as Mr. /Ms. /Dr..
- Use "Dear Sir or Madam:" in case the person is anonymous.
• Use the title of the employer such as "Dear Human Resources Department staff:" in case you are aware of the department.

ii. Send Thank-You Letters after Interviews
• A thank-you letter to the employer via e-mail or hard copy is recommended within three days following the interview before the selection process starts and the hiring decision is made.

iii. Write a Professional Email
• Keep a record of the e-mails you send and receive.
• Choose your words carefully since a well-written e-mail can quickly impress an employer.
• Send a thank you letter in response to any informational email or business correspondence.

iv. Negotiation Etiquette
• If you do decide to negotiate your salary and benefits, remember that it takes time, patience and preparation.
• Gather up as much factual information to back up the case you are making. Prepare yourself psychologically to negotiate. Communicate with clarity and always begin with expressing genuine interest in the company and position. Back up your reasons for wanting to change the offer with meaningful work-related skills and positive benefits to the employer.

C. Job Search Techniques
i. Negotiate Job Offer Terms
• Negotiate verbally rather than in writing. In case you have any inquiries regarding the benefits package call for an appointment to clarify your concerns.
• Present in writing your interpretation of the final agreement in order to avoid any miscommunications.