

Optimize your recruitment with joboffers@essec.fr

To assist you in recruiting ESSEC students, the Corporate Partnership Team offers companies personalized consultations as well as the following recruitment tools which are at your disposal. You may:

- ▶ send your offers (internship, apprenticeship or International Voluntary Internships) to joboffers@essec.fr
- ▶ address your full time positions directly to our Alumni Association: soc@essecnet.com
- ▶ You may also consult our student profiles (pilot population) and contact them via our site ESSEC CVONLINE by clicking on the icon of the Web page <http://www.essec-edu/corporate>

▶ Corporate Partnership Contacts :

Séverine Jauffret
Director of Corporate Student Partnership
severine.jauffret@essec.fr

Claire Guillemain
Associate Director
Corporate/Student Relations
guillemain@essec.fr

▶ For more information

- Group ESSEC: www.essec.edu
- Corporate Partnerships : www.essec.edu/corporate
- Download ESSEC Business School calendar of Corporate assignments.

ESSEC Business School receives more than 15 000 internship offers each year. 13 000 are put on line on Joboffers. The average salary for an internship position is around 1 200 € per month.

Each offer reflects the brand name of your company, and we suggest you consider your offers as a full fledged vector of communication.

We strongly suggest that offers are presented with a precise text, structured around key elements, aired, and well presented.

■ KEY ELEMENTS TO INCLUDE IN YOUR OFFERS:

- ▶ **Company Descriptive:** logo, SIREN number (essential for French companies), activity, Web site link.
- ▶ **Job title, Student's manager's position** in the department or in the company.
- ▶ **Job description:** tasks, expected results, responsibilities.
- ▶ **Starting date and duration.**
- ▶ **Environment:** localization, allowances, possible mobility...
- ▶ **Candidate's profile:** skills, past experience, education, languages, personal qualities...
- ▶ **Recruitment process:** contact details (e-mail and telephone), application deadline.

■ WHAT KIND OF PLACEMENT OFFER :

All company functions can accommodate interns, apprentices and graduates, particularly:

- Marketing, Communication.
- Finance, Management Control, Audit.
- Commercial, Business development.
- Consulting and Economics studies.
- Human Resources.
- Supply Chain, Logistics.

■ PROCEDURE FOR PUTTING YOUR OFFERS ON JOBOFFERS :

- 1| You may send us your offers by e-mail in an **attached document** (*.doc, *.ppt, *.pdf, *.rtf) or an internet link to your offer. Priority treatment will be given to emails with the following key words in **"Subject"** of the email: **"INTERNATIONAL"**, **"ESSEC Alumni"** (if you are an ESSEC Alumni) or **"APPRENTICESHIP"** offer.
- 2| An **acknowledgement of delivery** will be addressed to you at this stage.
- 3| All offers are re checked and **only offers corresponding to ESSEC criteria are put on line. Apprenticeship offers** are systematically reviewed by the persons in charge of development of the apprenticeship programs.
- 4| **After validation** your offers will be published on our students Extranet within 3 working days after their reception.
- 5| **An email, confirming that your offer has been put on line, will be sent** with the title of the position as well as a **reference number**. This number is very useful to follow or reactivate the offer.
- 6| The offers remain active up to one month after the indicated recruitment starting date.
- 7| **The students will contact you directly** according to the instructions specified in the offer.
- 8| **Please inform info-joboffers@essec.fr when offer has been filled using the reference number indicated in the email of confirmation so that we can deactivate it.**