

## Recruiter's Guide for MBA2023 Summer Internship Program

The CEIBS MBA program is a 16-month program. Our MBA2023 Class started in October 2021 and ends in April 2023. 120 students from this class will be available for full-time internship for 11 weeks between Jun. 20<sup>th</sup> and Sep. 2<sup>nd</sup>, 2022. It is also possible for students to start before, or continue after, the official summer internship period, based on the mutual agreement of both parties. Planning ahead for the summer internship program will lead to successful talent hiring.

### Typical MBA Internship Program

MBA students are mainly targeting internship programs that give them hands-on experience and exposure to decision makers. Along with enriching their professional expertise, many students intend to build industry insights through the program.

Internships might cover strategic planning, investment analysis, financial analysis/forecast, marketing planning, business/process re-engineering or projects co-initiated by the company and the MBA intern(s).

### Value of the Internship Program to Your Organization

- **Immediate and productive contributions to your organization:** CEIBS MBA students possess advanced business knowledge, solid hard and soft skills, maturity and problem-solving capabilities to work on a variety of duties, responsibilities and/or special projects. They often bring unique and fresh perspectives to organizations.
- **Short-term and cost-effective talent:** Hiring a CEIBS MBA student to work on special projects is significantly less expensive as compared to hiring an external consultant with comparable level of knowledge and skills.
- **Effective approach to prospective full-time hirings:** Organizations can take the internship as a probationary period to evaluate whether they will offer the MBA intern a full-time position upon completion of the internship.

### How to Implement the Internship Program?

#### **Intern Selection:**

- **Job Postings:** Please reach out to the respective CDC consultant who will review and release the internship position(s) via our career portal. For new recruiting companies, please complete and send the [Job Posting Request Form](#) (or your JD) to [cdc@ceibs.edu](mailto:cdc@ceibs.edu).
- **Company Presentation:** Company Presentations or Information Sessions can be arranged on CEIBS Shanghai Campus. These give organizations a dedicated platform that increases the chances to attract and engage the most qualified students.
- **Resume Book:**
  - Access to the **online MBA2023 Resume Book** will be available to recruiters upon request
  - You may also contact us for hard copies of the MBA2023 Mini Bio.
- **Interview:**
  - Employers have the discretion to conduct interviews and shortlist candidates.
  - Interviews can be held on campus, at your office, or virtually.

**Recruitment Timetable:**

<p>Jun. 10<sup>th</sup>, 2022 and before</p>	<p>Companies submit the <b>Job Posting Request Form</b> (or your JD) to CDC (Please download here)  <a href="https://www.ceibs.edu/Job Posting Request Form.doc">https://www.ceibs.edu/Job Posting Request Form.doc</a></p>
	<p>Company presentations and interviews</p>
<p>Jun. 17<sup>th</sup>, 2022</p>	<p>Deadline for companies to communicate hiring decision with CDC</p>
<p>Jun. 20<sup>th</sup> - Sep. 2<sup>nd</sup>, 2022</p>	<p>Official full-time internship period</p>
<p>Sep. 5<sup>th</sup> - 30<sup>th</sup>, 2022</p>	<p>Companies fill out the online <b>MBA2023 Employer Evaluation of Internship</b> (Please access here)  <a href="https://ceibs-csm.symplicity.com/surveys/MBA2023_Employer_Evaluation">https://ceibs-csm.symplicity.com/surveys/MBA2023_Employer_Evaluation</a></p>

**Salary and Allowances**

- CEIBS MBA interns are typically compensated in form of daily salary, travel and/or meal allowances. The negotiation is between the student and the recruiting company.
- Based on our 2021 Summer Internship Survey, the mid 60% range of salary/allowance was RMB 150-600 per day (or RMB 3,263-13,050 per month).

**Responsibilities as Intern Recruiters**

In addition to supervising the interns,

- Recruiters need to finalize the intern offers with the selected candidate(s) by Jun. 17<sup>th</sup>, 2022.
- We recommend that students be given sufficient time to respond to an offer. Please inform CDC of your hiring decision by Jun. 17<sup>th</sup>, 2022.
- Hiring managers need to fill out the online **MBA2023 Employer Evaluation of Internship** to evaluate the intern's performance by Sep. 30<sup>th</sup>, 2022.
- For hiring of international student for internships in mainland China, please allow students ample time for intern visa application and approval by Shanghai Entry and Exit Administration Bureau.
- For overseas internships, please allow students ample time for visa and work permit application and processing.

**Inquiries**

Please feel free to contact your assigned CDC consultant for any questions. For new recruiters, please contact Ms. Lillian Lan at 86-21-2890 5142 or by e-mail: [cdc@ceibs.edu](mailto:cdc@ceibs.edu).