

Cooperation services: recruiting at HHL

As a private university, HHL – Leipzig Graduate School of Management is in an excellent position to offer on-campus recruiting services to companies searching for the next generation of executives. Recruitment events at HHL can take several forms, from **company presentations**, and **interview days** through to **workshops**.

HHL also cooperates with GISMA Business School and the University of St. Gallen to organize the annual **MBA Career Fair**, a platform providing companies with the opportunity to **meet and recruit top MBA graduates**. The MBA Career Fair gives you direct and exclusive access to over 150 international MBAs from the top three business schools in the German-speaking world.

Parallel to events such as these, we also offer you the chance to get to know our current students and recent graduates via the **HHL Online Recruiting Platform**. Currently featuring around 200 profiles of students and graduates across HHL's programs – from the Diploma via the Master of Science in Management through to the MBA and the Doctoral programs – the platform represents a talent pool of enviable depth and range. Since the beginning of 2008, HHL alumni have also been able to add their profiles to the platform, meaning that companies now have access both to young professionals at the start of their careers and to more experienced managers and executives.

More about recruiting events at HHL:

Company presentation

There are an average of two company presentations at HHL per week in September and October, and again in April and May. Presentations are generally made by the company's head of HR, but there are almost always other senior executives or HHL alumni working for the company also present. The centerpiece of the presentation is a 30-45 minute talk on the company, as this approach has shown itself to be the best way of introducing the company, giving an idea of its corporate culture and providing a basis for discussion. Presentations end with a get-together (or sometimes a special event), allowing 3-5 representatives from the company to talk with between 25 and 50 HHL students in an informal atmosphere over the course of an evening.

Companies making presentations at HHL receive an email in advance containing the names of students enrolled at HHL and a current list of HHL's academic staff. This means that the company can contact any student it is specifically interested in and invite them personally to the presentation.

Information and promotional material can be sent to the students along with invitations, as can details of concrete job vacancies and internship openings. The company should send the invitations to HHL about a week before the presentation; they will then be placed in the students' mailboxes in good time.

In view of the high proportion of international students at HHL, we request that you issue invitations and also hold your company presentation in English.

HHL is happy to arrange catering for your presentation and, if you would like to organize an external event, we will be delighted to help you choose and book a suitable location.

Workshop

Companies can also stage a workshop for HHL students using HHL's facilities, allowing company representatives to engage intensively with a relatively small group (15-25) of potential candidates over a period of 3-4 hours. To apply to take part in a workshop, students submit their résumé and a letter of motivation. The company then selects which students it would like to invite to the workshop.

On-Campus Interviews

Every semester, HHL organizes interviews on campus on behalf of a number of companies. The Interview Day is generally preceded by a presentation by the company and can indeed cover up to a whole day. Students interested in interviewing are invited to apply to the company (generally with a letter of application and a short résumé) during the presentation and/or by email/post. The company selects the candidates it would like meet and sends a list to HHL. HHL then undertakes the organization of the Interview Day, including scheduling the individual interviews, allocating rooms and providing drinks and snacks for the breaks.

Online Recruiting Platform

HHL's Online Recruiting Platform gives you access to the résumés of all students currently enrolled at HHL and also enables you to contact them directly. At the time of writing, there are around 200 profiles online, arranged under three headings:

- The “**Intern Platform**” contains the résumés of all HHL students either at the beginning or part way through their studies who are interested in internships, student projects, and final theses.
- The “**Graduate Platform**” features the profiles of students who are about to graduate from HHL and are looking for entry level positions.
- The “**Alumni Platform**” presents the résumés of HHL alumni looking to take the next step in their careers – new from **01.01.2008**.

The first two platforms can be searched according to the following **criteria**:

- Program (Diploma, MSc, MBA or PhD),
- majors studied,
- work experience (internship or employment),
- professional training,
- language skills,
- IT skills.

You can also carry out a full-text search for key words such as company names and/or student initiatives.

The Online Recruiting Platform is an excellent resource for companies for whom an on-campus event is either unsuitable or impractical.

Companies which have contributed € 10,000 to HHL receive complimentary access to the Online Recruiting Platform.

Access is also free of charge for all HHL start-ups.

HHL's services are billed after completion of the event, with the additions of 19% VAT. Contact us for more information about our specific services – we will be delighted to help.

HHL is always interested in entering into long-term, sustainable cooperation agreements, and we offer **special conditions** to companies wishing to present themselves on HHL's campus for the first time.

Please contact us to discuss your recruiting needs – we will be happy to create a plan especially for you.

MBA Career Fair

Every year, HHL organizes the MBA Career Fair in cooperation with GISMA Business School and the University of St. Gallen. The Fair is especially for MBA students from these three schools, giving you the opportunity to meet and get to know around 150 highly talented and motivated young professionals in **workshops, individual interviews and an open forum**. The MBA Career Fair has now established itself as the leading MBA recruitment fair in Germany, attracting 18 top companies in 2008. The 2009 MBA Career Fair will be held in Berlin; for more information, go to <http://www.mba-career-fair.de/>. The fee for participation is € 5,000.

Free services offered by HHL

Publication and distribution of résumé books

As well as providing direct and exclusive access to our students and graduates, the HHL Career Service also produces résumé books for each program. Published annually, these books appear three to five months prior to the official graduation date of the respective program.

Publication of résumé books for Diploma, MSc and MBA programs: January

Publication of résumé book for Part-Time MBA program: June/July

Publication of résumé book for Doctoral program: 3rd quarter of the year

Job vacancies

You can also use our communication channels such as e-newsletters, Intranet and our notice board to advertize internships and jobs you have on offer.

As HHL also offers a placement service to its alumni, we can also help you in your search for young professionals and high potential executives with up to 12 years of professional experience. We are also happy to personally recommend suitable candidates.

We look forward to hearing from you.

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