

CPAA | PLACEMENT

Guidelines for Students

DO'S & DON'TS for Success

Introduction

The placement process is a crucial step in shaping your career and future. To ensure a seamless and professional experience, students must adhere to certain guidelines. These Do's and Don'ts have been designed to help you prepare, participate, and excel in placement activities while maintaining the university's standards and reputation.

- ✓ **Prepare Your Resume**
Ensure your resume is updated, well-structured, and free of errors.
Highlight relevant academic achievements, internships, and co-curricular activities.
- ✓ **Attend All Placement Activities**
Participate in pre-placement talks, training sessions, and mock interviews.
Be punctual and adhere to the schedule communicated by CPAA.
- ✓ **Dress Professionally**
Follow the prescribed dress code for placement activities (e.g., formal attire).
Maintain a neat and professional appearance.
- ✓ **Research Companies**
Study the background of companies visiting the campus.
Understand job descriptions, roles, and responsibilities offered.
- ✓ **Communicate Effectively**
Be polite, respectful, and professional in all interactions.
Practice clear and confident communication during interviews.
- ✓ **Follow Instructions**
Adhere to the guidelines provided by CPAA.
Submit required documents (e.g., resumes, forms) within deadlines.
- ✓ **Be Honest**
Provide accurate information about your qualifications and experience.
Declare any prior offers or commitments to the placement cell.
- ✓ **Stay Updated**
Regularly check placement-related notices, emails, or portals.
Stay informed about updates or changes in schedules.
- ✓ **Accept Offers Responsibly**
Consider job offers carefully before accepting.
Inform CPAA immediately if you receive an external offer.
- ✓ **Maintain a Positive Attitude**
Be optimistic and open to feedback during the placement process.
Display a willingness to learn and grow.

DO'S

- ✘ Do Not Misrepresent Information:**
Avoid falsifying details on your resume or during interviews.
Do not exaggerate your skills or achievements.
- ✘ Do Not Skip Placement Activities:**
Avoid missing scheduled sessions, tests, or interviews without prior notice.
Refrain from last-minute cancellations or absences.
- ✘ Do Not Violate Dress Code:**
Avoid casual attire or improper grooming during placement activities.
- ✘ Do Not Engage in Unprofessional Behavior:**
Avoid using your phone, being inattentive, or appearing disinterested during interviews.
Refrain from negative remarks about past experiences or employers.
- ✘ Do Not Share Confidential Information:**
Avoid discussing company-specific details or offers with others.
Do not disclose personal data carelessly.
- ✘ Do Not Apply Indiscriminately**
Avoid applying to jobs that do not match your interests or skills.
Refrain from declining interviews or offers without valid reasons.
- ✘ Do Not Pressure the Placement Cell**
Avoid repeated follow-ups or demands for updates.
Respect the placement cell's efforts and processes.
- ✘ Do Not Violate Policies**
Adhere to university and placement cell policies at all times.
Avoid actions that could lead to disqualification or penalties.
- ✘ Do Not Overcommit**
Avoid accepting multiple offers or committing beyond your capability.
Honor the first offer you accept.
- ✘ Do Not Spread False Information**
Refrain from sharing unverified information about companies, roles,
or placement processes.

Following these Do's and Don'ts ensures a smooth and successful placement process for all students. Adhering to these guidelines reflects your professionalism and enhances NCU's reputation among recruiters.

Let's work together to make the placement journey a success!

DON'TS