

Placement Drive Checklist

Everything a TPO needs to run a smooth, professional drive

1 · TWO WEEKS BEFORE THE DRIVE

- Confirm visit date, mode (on-campus / virtual), and roles**
- Collect eligibility criteria in writing**
CGPA cutoff, branches, backlog policy, placement status
- Verify student database is up to date**
CGPA, active backlogs, placement status, branch
- Run the shortlist and share with company for review**
- Send drive announcement to shortlisted students**
Include JD, CTC, bond details, reporting time
- Confirm venue, logistics, and tech setup**

2 · ONE WEEK BEFORE

- Run a company-specific mock aptitude or coding session**
- Share interview tips and company background with students**
- Confirm final headcount with company HR**
- Prepare attendance sheets and interview tracking forms**
- Arrange refreshments and volunteer coordinators**

3 · DRIVE DAY

- Take attendance against shortlist at entry**
- Brief students on process, dress code, and conduct**
- Coordinate room allocation for aptitude and interviews**
- Track each student's stage in real time**
Aptitude !' GD !' Technical !' HR
- Collect result from company HR at end of day**
- Communicate results to students promptly**

4 · AFTER THE DRIVE

- Collect offer letters and verify with students**
- Update placement status in student database**
- Send thank-you note to company HR**
- Log drive outcomes: appeared, cleared each stage, offered, accepted**
- Request feedback from company on student quality and process**
- Share placement update with college management**

One disorganised drive can cost you a company for years. Use this checklist every time — no exceptions.