CAMPUS PLACEMENT DRIVE

Control sheet and stage checklist

Use one sheet per role or profile. Write the accountable owner, agreed deadline and evidence location before student registration opens.

Employer / legal entity	
Role / profile	
Drive date and format	
Primary TPO owner	
Authorised employer contact	
Registration deadline	
Result / offer update due	

1 · Employer brief gate

Check	Done	Evidence / location
[ ] Actual work, reporting line and location		
[ ] Compensation, training, work pattern and bond terms		
[ ] Batch, branch, CGPA and backlog definitions		
[ ] Rounds, duration, permitted materials and accessibility contact		
[ ] Result, written-offer and joining communication owners		

Publish decision: [ ] Ready [ ] Pending named clarification [ ] Held

2 · Drive stage gates

Stage	Owner	Deadline	Evidence checked	Status
Written brief				[ ]
Eligibility version + student notice				[ ]
Application window + pending-record queue				[ ]
Final roster + drive pack				[ ]
Assessment attendance + incident contact				[ ]
Interview handoff + result return path				[ ]
First outcome review (T+1 to T+5)				[ ]
Later acceptance / start / join follow-up				[ ]

EXCEPTIONS AND CLOSEOUT

Keep the exception visible until an authorised person resolves it.

Do not alter a roster silently, infer a failed attempt, approve a retest without authority, or count a join before the evidence is checked.

3 · Eligibility change gate

Required control	Owner / time	Evidence
[ ] Written clarification from authorised employer contact		
[ ] Revision checked against campus policy		
[ ] Revised notice states exactly what changed		
[ ] Previous eligibility version retained		
[ ] Affected student records rechecked		
[ ] Affected students notified through the same channels		
[ ] Newly eligible students given fair time to apply		
[ ] Final roster names the eligibility version used		

4 · Missing assessment receipt / incident gate

Student / registration ID	Attempt ID	Safe date / time + error or receipt note
Support or employer owner	Ticket / reference	Next update due

Current state: [ ] Pending verification [ ] Confirmed complete [ ] Authorised retest [ ] Other: _____
The TPO routes and records the decision. A retest happens only after the authorised assessment owner confirms the instruction in writing. Never record live test content.

5 · Outcome closeout

Measure	Count	Evidence owner / location	Pending follow-up
Registered students			
Appeared for first round			
Progressed to interviews			
Offer rows			
Unique students with offers			
Accepted offers			
Confirmed full-time joins			
Internship joins / later PPOs (separate)			

Closeout checks

[ ] Unique students and offer rows are not treated as the same number. [ ] Internship, PPO and full-time outcomes stay distinct. [ ] Pending offer or joining evidence has a case owner and next follow-up date. [ ] Acceptance, start and actual join use their real later dates.

Next follow-up, owner and review date