LOGIXIS

FREE GUIDE

The Placement Prep Checklist

A step-by-step checklist for students of every stream preparing for placements, jobs and summer internships. Tick it off as you go.

> Placements reward preparation more than talent. Use this checklist in order: start about three months out, then work through each section. Tick a box only when it is really done.

01 THREE MONTHS BEFORE

Know what you're aiming for

- [ ] Pick 2 or 3 target roles, not 10. Write them down (for example: data analyst, business analyst, product intern).
- [ ] Read 10 real job posts for each role. Note the skills and tools that appear again and again.
- [ ] Mark each skill: have it, partly, or not yet. The "not yet" list is your study plan.
- [ ] List the companies that visit your campus or hire for these roles, and what their past rounds looked like.
- [ ] Block fixed weekly hours for prep in your calendar. Small and steady beats last-minute.

02 YOUR CV

One page, built for a 30-second skim

- [ ] One page. Most recent and most relevant things first.
- [ ] Every point starts with an action verb and ends with a result: what you did, how, and what changed.
- [ ] Put numbers only where they are true and you can explain them in an interview.
- [ ] Match the words in the job post where they honestly describe your work.
- [ ] Add one link to your portfolio or best project near the top.
- [ ] Save as PDF, name it Firstname-Lastname-CV.pdf, and check every link works.
- [ ] Ask one senior and one friend to read it for 2 minutes and tell you what they remember.

03 PROOF OF WORK

Show what you can do, not just what you studied

- [ ] Have 2 or 3 projects that look like the work of your target role.
- [ ] For each: the problem, who it was for, what you built, and what you would improve.
- [ ] Make every project openable: a live link, screenshots, or files with view access.
- [ ] Be ready to explain one decision you made and one thing that went wrong in each project.

04 LINKEDIN

Recruiters will look you up

- [ ] A clear, recent photo and a headline that says what you are aiming for.
- [ ] An About section of 3 or 4 lines: what you're studying, what you can do, what you want.
- [ ] Add your projects to Featured, and your certificates under Licenses & certifications.
- [ ] Connect with seniors in your target roles and ask one specific question, not "any openings?"

05 TESTS AND ROUNDS

Prepare for the format before the content

- [ ] Aptitude: practise quantitative, logical and verbal questions under a timer, a little every day.
- [ ] Technical or domain round: revise the fundamentals of your target role and practise explaining them aloud.
- [ ] Case or guesstimate rounds: practise structuring out loud: clarify, break the problem down, then solve.
- [ ] Group discussion: listen first, add one clear point with a reason, and summarise if no one else does.
- [ ] After every mock or real round, write down one thing to fix next time.

06 INTERVIEWS

Stories beat adjectives

- [ ] Prepare a 60-second "tell me about yourself": now, before, and why this role next.
- [ ] Write 5 or 6 short stories using Situation, Task, Action, Result: a challenge, a failure, teamwork, leadership, a conflict, a time you learned fast.
- [ ] Know every line on your CV well enough to talk about it for 2 minutes.
- [ ] Research the company: what it sells, who its customers are, and one recent piece of news.
- [ ] Prepare 2 thoughtful questions to ask at the end.
- [ ] Do at least 3 mock interviews with someone who will give honest feedback.

07 THE DAY BEFORE AND THE DAY OF

Remove avoidable stress

- [ ] Keep printed and PDF copies of your CV, plus ID and any documents asked for.
- [ ] For online rounds: test your camera, mic, internet and lighting; keep a charger nearby.
- [ ] Sleep. Arrive or log in 10 minutes early.
- [ ] In the interview: pause before answering, think aloud, and say "I don't know, but here's how I'd find out" when needed.

08 AFTER EACH ROUND

Every round makes the next one easier

- [ ] Note the questions you were asked and how you answered, the same day.
- [ ] If you have a contact, send a short thank-you note.
- [ ] Update your study plan with anything that caught you out.
- [ ] Rejections are data, not verdicts. Keep applying while you improve.

Want proof of work for your CV?

Every LOGIXIS course ends in a project that a reviewer scores, and a certificate recruiters can verify online. Browse the courses at **logixis.in/courses**.