FinStreet Education Pvt. Ltd.
www.finstreeteducation.com
Phone: +91 70589 00449
CIN: U85500PN2023PTC225819

US CMA PLACEMENT SUPPORT GUIDELINES

FinStreet Education – Placement Department

Applicable to candidates enrolled in FinStreet US CMA programs seeking placement assistance

1. Scope and Nature of Support

FinStreet Education provides **Placement Assistance** designed to connect qualified candidates with hiring partners. This support includes resume building, interview preparation, employability training, and access to job hiring drives.

> ***Important Clarification:*** *Placement assistance is a support service, not a guarantee of employment. Final hiring decisions rest solely with the recruiting employer.*

2. Eligibility Criteria for Placement Support

To activate and maintain access to placement support, candidates must meet the following mandatory requirements:

(a) **Academic Prerequisite:** The candidate must have passed **both Part 1 and Part 2** of the US CMA examination.

(b) **Program Enrollment:** The candidate must be enrolled in a FinStreet plan that explicitly includes Placement Assistance (e.g., Standard, Premium, or Ultimate Plan).

(c) **Profile Completion:** A verified, up-to-date resume and LinkedIn profile must be submitted to the placement cell.

(d) **Skill Badge Course:** Candidates must complete the FinStreet Skill Badge Course to unlock better placement opportunities.

(e) **Financial Planning Projects:** Candidates must complete projects on financial planning to strengthen their profile and enhance their chances with hiring partners.

(f) **Communication Skills:** Candidates are expected to actively work on their communication skills, as this significantly improves their interview performance and career prospects.

All rights reserved by FinStreet Education Pvt. Ltd. Sharing of this document is not allowed.

Completion of the above is mandatory and directly contributes to better opportunities and outcomes during the placement process.

3. Mandatory Candidate Responsibilities

Placement support is a two-way commitment. Candidates must adhere to the following compulsions:

(a) **Active Participation:** Candidates must attend all scheduled mock interviews, resume workshops, and soft-skill training sessions organized by FinStreet.

(b) **Communication:** Candidates must respond to placement cell communications (emails/WhatsApp) within **48 hours**. Failure to respond may result in removal from the active placement drive list.

(c) **Interview Commitment:** Once a candidate is shortlisted and an interview is scheduled with a hiring partner, **unexcused absence** from the interview is a serious violation. Repeated no-shows may lead to permanent suspension from placement services.

(d) **Integrity:** Any falsification of resume details, academic scores, or experience will result in immediate disqualification from the placement process.

(e) **Professional Behaviour with HRs / Hiring Partners:** Candidates must conduct themselves with the utmost professionalism when interacting with HR representatives and hiring partners. This includes:

- (i) Communicating formally and politely in all emails, calls, and messages—using proper salutations, clear language, and a professional tone.
- (ii) Responding to HR communications within **24 hours** during business days and never leaving an HR without a reply.
- (iii) Being punctual for all interviews and calls—joining at least 10 minutes early and being fully prepared.
- (iv) Dressing in formal business attire for all interviews (virtual or in-person).
- (v) Maintaining honesty and transparency—never exaggerating qualifications, experience, or availability.
- (vi) Avoiding repeated follow-ups or pressure calls to HRs for status updates; all coordination must go through the FinStreet placement cell.
- (vii) Never ghosting an HR after being shortlisted or after receiving an offer—always respond, even if it is to politely decline.
- (viii) Keeping the FinStreet placement cell informed of all communication, offers, or rejections received from hiring partners.

All rights reserved by FinStreet Education Pvt. Ltd. Sharing of this document is not allowed.

(ix) Refraining from using abusive, casual, or unprofessional language with any HR or hiring partner at any stage.

Any complaint from a hiring partner regarding a candidate's behaviour or communication will be taken seriously and may result in a formal warning, deprioritization in future drives, or suspension of placement support.

4. The Placement Process Workflow

The standard procedure for candidates is as follows:

Step	Stage	Description
1	**Profile Submission**	Candidate submits updated CV to the FinStreet placement team.
2	**Pre-Placement Checklist Verification**	Placement cell verifies that the candidate has met all eligibility criteria, including the Skill Badge Course, Financial Planning projects, and communication readiness.
3	**Screening & Mock Prep**	Candidate undergoes a mandatory mock interview and resume review with FinStreet mentors.
4	**Drive Notification**	Eligible candidates are notified of relevant job openings.
5	**Nomination**	FinStreet nominates the candidate to the hiring partner.
6	**Interview**	Candidate attends the interview (virtual or in-person).
7	**Feedback & Offer**	Results are communicated; if selected, the candidate negotiates the offer directly with the employer.

All rights reserved by FinStreet Education Pvt. Ltd. Sharing of this document is not allowed.

5. Interview Rejection Policy (The 3-Strike Rule)

FinStreet invests significant time and resources in securing interview opportunities for candidates. Once a candidate is selected by a company after clearing the interview process, declining the offer without a valid, documented reason undermines the institute's relationship with hiring partners and wastes a slot that could have gone to another candidate.

The Policy is as follows:

Instance	Consequence
First Rejection	If a candidate is selected by a company but chooses to reject the offer, the candidate must provide a **written justification** to the placement cell. This will be recorded, and the candidate will receive a formal warning.
Second Rejection	A second instance of rejecting a confirmed offer will result in the candidate being **deprioritized** in the placement queue.
Third Rejection	A third instance of rejecting a confirmed offer will result in **permanent suspension from FinStreet's placement support services**.

(a) **Valid Exceptions:** Rejections based on genuine, documented emergencies (e.g., medical emergency, family bereavement, or a documented offer discrepancy) will be reviewed on a case-by-case basis and may not count toward the three-strike limit.

(b) **No-Show for Interview:** Absence from a scheduled interview without 24-hour prior notice will be treated as equivalent to one rejection under this policy.

All rights reserved by FinStreet Education Pvt. Ltd. Sharing of this document is not allowed.

6. Code of Conduct During Placement

(a) **Professionalism:** Candidates must dress professionally (formals) for all interviews and carry updated hard copies of their resume.

(b) **Punctuality:** Candidates must join virtual interviews at least 10 minutes early and arrive at physical drives 30 minutes prior to the scheduled time.

(c) **No Direct Solicitation:** Candidates should not contact hiring partners directly regarding the status of their application unless explicitly instructed by the FinStreet placement team.

7. Limitations and Disclaimers

(a) **Market Dependence:** Placement opportunities are subject to market conditions, employer hiring freezes, and the candidate's interview performance.

(b) **Location Preference:** While FinStreet attempts to match candidates with preferred locations, candidates are encouraged to be flexible regarding job location to increase their chances of placement.

(c) **Salary:** FinStreet does not guarantee a specific salary package. Compensation is determined by the hiring employer based on the candidate's skills and interview performance.

8. Suspension of Services

FinStreet reserves the right to suspend or revoke placement support for candidates who:

(a) Violate the code of conduct.

(b) Provide false information.

(c) Repeatedly fail to attend scheduled interviews or training without prior notice.

(d) Reject three or more confirmed job offers (as per Section 5).

(e) Fail to meet the eligibility criteria outlined in Section 2.

(f) Exhibit unprofessional behaviour or communication with HRs or hiring partners (as per Section 3).

All rights reserved by FinStreet Education Pvt. Ltd. Sharing of this document is not allowed.

9. Candidate Acknowledgement

I, the undersigned, have read and understood the above guidelines. I agree to abide by the rules and responsibilities outlined for placement support, including the professional conduct and communication standards required when interacting with HRs and hiring partners.

Candidate Name: _____

Signature: _____ Date: _____

FinStreet

All rights reserved by FinStreet Education Pvt. Ltd. Sharing of this document is not allowed.