

Welcome Letter

29th March 2023



Greetings from Zuno!

In light of your application and subsequent interview, we are delighted to welcome you into the Zuno family!

Designation: **"Zuno Community Captain" (Campus Ambassador)**

You will represent our organisation on your college campus. You shall operate on your campus in accordance with our specifications. You will have multiple opportunities to demonstrate your leadership and management talents. The internship will be conducted remotely, and you will report to the **Zuno Community team** online.

At the conclusion of the term, based on your performance and contributions to the organisation, you will be awarded a certificate reflecting your accomplishments and involvement.

Your tenure as '**Zuno Community Captain**' will begin on **29th Mar'2023** and will last for six months.

We anticipate your acceptance of this offer and a long-term, mutually beneficial partnership with Zuno.

Regards,

Dr. Rishi Thussu

Vice President,
foundit (Formerly Monster APAC & ME)

Zuno by foundit offers you this exciting opportunity to be a part of the Community Captain Program. Be that champion who is the face and voice of foundit at your college to amplify your social skills and nurture your learning curve.

Benefits of Zuno CA Programme?

- **Network**

Work with a virtual team, where you can meet new people in your campus community and amplify your networking skills.

- **Career skills**

Learn new skills (like communication and marketing) that help you grow professionally and personally

- **Opportunity**

Curate marketing ideas and their implementation with Company's leadership

- **Work Journey**

Get real-world work experience with paid Internship and Fresher's job from Top Companies Like (Bookmyshow,Lenskart,Coforge Etc)

Roles and Responsibilities:

- Introduce new and experienced students to the Zuno Platform.
- Connect us to the Club/Society and placement cells of your college.
- Conduct branding challenges every week on the Zuno platform.
- Plug in Zuno Platform as an associate in any fest/events that your college conducts.
- Create a Channel for Zuno on the Facebook page/group from your college and use it to promote activities and information about Zuno in your college.
- Come up with innovative ideas on how Zuno can associate with your college and peers

Code of Conduct

- Zuno Community Captain must be aware at all times of the use of unacceptable language and comments i.e racist, sexist or other discriminatory behaviour and refrain from using it. Zuno Community Captain must be aware of how their behaviour could be inappropriate.
- Zuno Community Captain should not indulge in any mischievous activities such as sharing vital information with aggregators, failing which will lead to termination.
- Zuno Community Captain should not give out personal details such as Government ID or address to other CA's in the system.
- We require reliability and good time-keeping from all Zuno Community Captains. If Zuno Community Captains are unable to attend work at an agreed time, they should inform a member of the community team.
- Zuno Community Captain will be expected to have a proactive attitude and show willingness and enthusiasm in undertaking the variety of tasks requested of them.
- All Zuno Community Captains will be DBS checked to an enhanced level, and references will be taken up.
- Information given about the Zuno, Further should be accurate and provided in a positive way to all.
- All Zuno Community Captains will be required to attend training sessions delivered by the Zuno and other parties.

- All use of the website/Zuno Documentation must be for the purposes of the outreach scheme and in line with the policy of your Zuno Community System
- You must respect the privacy of other users and not give out information about them to anyone unless you are concerned about their welfare.
- You will be assigned an individual Enrollment Number to give you access to the various tasks/perks assigned on a weekly/monthly basis. Similarly, you should not try to obtain passwords belonging to other users or attempt to use someone else's account.