

**ANNA UNIVERSITY**  
**CENTRE FOR UNIVERSITY INDUSTRY COLLABORATION (CUIC)**  
**A READY RECKONER FOR ENHANCING PLACEMENT ACTIVITIES**

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**ROLES AND RESPONSIBILITIES OF PLACEMENT REPRESENTATIVES**

- Collect list of HR contact details through your friends / relatives / Newspaper / Faculty members / Seniors / Alumni
- Pass on the HR Contact details to Placement Officer for sending official invitations
- Ensure Placement Officer contact details in all the Department Brochures, to have single point contact
- Keep the hard and soft copies of Curriculum and Syllabus
- Keep the contact details (Email, Landline No. & Mobile No.) of all your classmates
- Keep the complete details about each student (SSLC, HSC, Semester wise GPA, CGPA, DOB, Community, History & Current Arrears)
- Keep the contact details of other Placement Representatives
- Generate comprehensive Question Bank ( Both Technical and Non-Technical)
- Collect Aptitude Questions / GD Topics / Interview Questions to create Question Bank
- Give training to the needy students
- Avoid spreading Rumors / False / Assumed information (This will lead to black listing)
- Avoid accepting false information / Track records from students (This will lead to rejection of offer)
- Avoid arguing with company HRs about previous year's branch preferences

**TIPS TO FACE INTERVIEWS**

- Maintain Professional Ethics and Moral Standards
- Read Frequently Asked Questions by interviewers and prepare the answers and practice them
- Prepare a Comprehensive Resume
- Practice with Mock Aptitude Test / Mock GD / Mock Interview etc.,
- Prepare well in fundamental & core subjects of respective branches
- Update database after declaration of revaluation / Arrear result
- View the placement Notice Board regularly
- As far as possible change of contact details should be avoided
- Visit the company's website before attending the Pre Placement Talk (PPT) to get clear idea
- Avoid Wearing Jeans / T-shirts/ Cheppal / Half sleeves
- Be punctual for PPT as well as for Test / Interview
- Avoid standing outside or near the PPT hall
- Occupy first benches also, during the PPT
- Maintain Gender separation during the PPT
- Maintain discipline during PPT
- Avoid coming late to the PPT/test/interview
- Ask only relevant / valid questions during the PPT
- Carry Pen, Pencil, Eraser, Passport Size Photograph etc., for the test
- Avoid contacting the HR directly. It should be through CUIC only.
- Carry Resume / Copy of Mark Sheets / Community / Co-curricular / Extra-curricular Certificate etc for the interview
- Bring OBC Certificate for PSU interview
- Bring doctor certificate for differently abled physique
- Inform at the beginning itself about colour blindness, hearing disorder to avoid disqualification at the end.
- Attend the interview with clean dress (tucked-in) and neatly shaved to maintain dignity and decorum
- Wish the interviewer while entering the room. Thank the interviewer before leaving the room
- During the interview, relax and avoid showing your nervousness obvious
- Speak loudly, clearly; sit up straight; try to look at the interviewer's eyes when you speak to him/her
- Be honest in your approach
- Keep your answers brief and to the point.
- Do not give 'YES' or 'NO' replies.

- Don't discuss your personal difficulties
- Show your enthusiasm and willingness
- Exhibit your skills and abilities.
- Avoid passing bad comments /Remarks about the College/ University/ Staff during the interview
- Prepare in advance, the questions you want to ask about the job and company
- Be available till the announcement of results
- Maintain silence during announcements of results
- Do not exhibit bad mannerism during the placement activity

#### **FREQUENTLY ASKED QUESTIONS (FAQ)**

- Tell me about yourself
- What are your long range goals, ambitions, future plans?
- What do you want to be doing 5 or 10 years from now?
- How do you feel that you can contribute to this job?
- What are your hobbies?
- What are your strengths? Your weaknesses?
- What are your big accomplishments?
- What are your special abilities?
- Why you think that you are suitable for this kind of job?
- What is your career goal?
- What do you know about our company?
- Why are you applying for a job with us?
- What salary do you expect?
- Do you have any plans to go back to school?
- What kind of job profile you enjoy the most, the least and why?
- I have interviewed others for this job, why should I give you the job?
- Would you be willing to take an aptitude test?
- Can you tell me anything about yourself that you think I might want to know?
- What is the lowest salary you would accept?
- Can you handle criticism? How do you deal with it?
- Do you have any questions?

#### **H.R. EXPECTATIONS**

- Sincerity and honesty in the answers
- Attentiveness in listening to the questions
- Body language: gesture, posture, eye contact and confidence level
- Stress handling capability
- Positive approach in answering the questions
- Exhibition of skills, accomplishments and talents
- Enthusiasm and motivation level
- Command over communication skills
- Willingness and positive approach
- Exhibition of talents and accomplishments

#### **POINTS DECIDED BY THE ORGANISATION**

- Interview time and venue
- Decision on allowing identical branches
- Execution of Bond
- Change in eligibility criteria
- Place of work
- Percentage cut-off/ history of arrears / standing arrears
- Postponement of dates/ cancellation
- The number of recruits, on-board date

## **USEFUL WEBSITES FOR APTITUDE, GD, TECHNICAL & HR INTERVIEW**

<http://www.indiabix.com>  
<http://www.freshersworld.com>  
<http://www.placementpapers.net>  
<http://www.allinterview.com>  
<http://www.geekinterview.com>  
<http://www.careersvalley.com>  
<http://www.sampleplacementpapers.com>  
<http://www.chetanasinterview.com>  
<http://www.ittestpapers.com>  
<http://www.indianfresher.com>  
<http://www.freeplacementpapers.com>  
<http://www.educationindiaworld.com>  
<http://www.jobsnresults.com>  
<http://www.psychometric-success.com>  
<http://testfunda.com>  
<http://www.test4free.com>  
<http://www.placementexpress.com>

### **TECHNICAL**

<http://www.mechanicalengineeringblog.com>  
<http://www.indiabix.com>

## **USEFUL WEBSITES FOR ENGLISH COMMUNICATION**

<http://www.nonstopenglish.com>  
<http://www.talkenglish.com>  
<http://www.freeenglishnow.com>  
<http://www.ego4u.com>  
<http://www.focusenglish.com>  
<http://www.bbc.co.uk/worldservice/learningenglish>  
<http://www.englishclub.com>  
<http://www.easyenglish.com>  
<http://learnenglish.britishcouncil.org> englishbee.net  
[http://www.english4today.com/free\\_content.cfm](http://www.english4today.com/free_content.cfm)  
<http://www.english-the-international-language.com>  
<http://www.teachingenglish.org.uk>  
<http://esl.about.com>  
<http://www.learnenglish.de>  
<http://www.busuu.com>  
<http://free-esl.com>

## **'FACTS' TO PERFORM WELL IN THE PLACEMENTS**

- F** - Clear the subjects in **F**irst attempt
- Learn **F**oreign Language (German, Japanese, French, Chinese)
- A** - Have right **A**ttitude
- C** - Have good **C**ommunication Skills
- Maintain a **C**GPA above 7.5
- T** - **T**hink Positive
- Develop creative **T**hinking
- S** - Be **S**agacious. Express your wisdom and Exhibit your Talents