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 / Aarrear 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.freeparticipationpapers.com
http://www.educationindiaworld.com
http://www.jobsresults.com
http://www.psychometric-success.com
http://www.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.egod4u.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.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 First attempt
   - Learn Foreign Language (German, Japanese, French, Chinese)
A - Have right Attitude
C - Have good Communication Skills
   Maintain a CGPA above 7.5
T - Think Positive
   Develop creative Thinking
S - Be Sagacious. Express your wisdom and Exhibit your Talents