A READY RECKONER FOR ON-CAMPUS PLACEMENT

CENTRE FOR UNIVERSITY INDUSTRY COLLABORATION
Anna University, Chennai - 600 025
cuic@annauniv.edu, cuic.annauniv@gmail.com
044 - 2235 8994, 91, 92, 99
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 for 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/ Slippers / 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 color 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 do 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 do 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 IMPROVING EMPLOYABILITY SKILLS

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.educationindia.com
http://www.jobsnresults.com
http://www.psychometric-success.com
http://testfunda.com
http://www.test4free.com
http://www.placementexpress.com

FOR TECHNICAL

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