



PLACEMENT MODULE – 2023

(A PART OF JOB – A – THON - 2023)



(THIRD ROUND PREPARATION)

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INTRODUCTIONS:

1. Completely discuss about the HR round.
2. Previous year Q/A discussion.
3. Various pre-placement activities.
4. MOCK interviews with experts.
5. Build the self-confidence.

OBJECTIVES:

- The primary objective of HR (Human Resources) rounds during a job interview is to evaluate the candidate's suitability for the organization's culture and work environment. The HR round typically follows the technical round and may be the final round of the interview process. The HR round may also be conducted separately, depending on the organization's hiring process.
- Assess cultural fit: The HR round helps the hiring team to determine if the candidate is a good fit for the organization's culture and work environment. The HR interviewer may ask questions about the candidate's work style, personality traits, and values to determine if they align with the company's culture.
- Evaluate communication skills: The HR round provides an opportunity to assess the candidate's communication skills, including their ability to express themselves clearly, listen actively, and respond to questions effectively.
- Verify qualifications and work history: The HR interviewer may ask questions to verify the candidate's qualifications, work history, and references. This is to ensure that the candidate's resume and application are accurate and truthful.
- Discuss salary and benefits: The HR round may also involve a discussion of salary, benefits, and other employment terms. The HR interviewer may explain the company's compensation package and ask the candidate about their salary expectations.
- Provide information about the company: The HR interviewer may also use this opportunity to provide the candidate with more information about the company, its mission, values, and goals. This is to help the candidate make an informed decision about joining the organization.
- Overall, the objective of HR rounds is to evaluate the candidate's potential as an employee and to ensure that they are a good fit for the organization's culture and work environment. The HR round is also an opportunity for the candidate to ask questions about the company and the position, and to learn more about the employment terms and benefits.

SYLLABUS:

UNIT – 1

Introduction

- Introduction to personality
- Dimensions of personality
- Determinants of personality
- Winning personality
- Human behavior

Personality and the Self

- Positive self image and negative self image
- Problems of maladjustment
- Building self-esteem and confidence

UNIT – 2

Attitude and Motivation

- Importance of possessing the right attitude
- Factors affecting attitudes
- Positive and negative attitudes
- Internal and external motives
- Importance of self-motivation
- Factors leading to de-motivation
- Goal setting and prioritization
- Effective planning
- Time management
- Discipline in problem solving

UNIT – 3

Communication

- Inter-personal communication
- Relationships
- Leadership
- Team building

UNIT – 4

Projecting a Positive Social Image

- Grooming
- Body language
- Eye contact
- Social etiquette
- Manners in conversations

PLAN:

CREATIVE TECHNO COLLEGE, ANGUL	
PRE-PLACEMENT ACTIVITY CHART	
MONTH	ACTIVITIES
MAY	QUIZ
	ADMAD SHOW
JUNE	SEMINAR
	PRONUNCIATION
JULY	JAM
	GROUP DISCUSSION
AUGUST	THINK-PAIR-REPAIR
	COMMUNICATION SKILL
SEPTEMBER	ROLEPLAY
	DEBATE
NOVEMBER	PERSONAL INTERVIEW
	ESSAY WRITING

TIPS:

1. **Be prepared:** Preparation increases confidence. Practice with your friends or relatives. Remember that everyone who is interviewing is not necessarily a good interviewer. You may prepare by reviewing magazine and newspaper articles. You may check out their web site. Read your resume before your interview. It will keep your answers fresh.
2. **Location and punctuality:** Find out the location of organization. Make sure you have a map or directions as well as information of the nearest railway station. Arrive 5-10 minutes early. Arriving early will give you the opportunity to read some information on the company in the reception area.
3. **Be professional:** Professional look always helps for good impression. Be careful about your dressing. Be aware of the company culture and ensure you dress to impress. Decide what you are going to wear the night before to avoid making the wrong choices.
4. **Be polite:** Don't interrupt to the interviewer. Listen very carefully. Poor listening skills are responsible for the bad impression. If the interview is being conducted in a restaurant, mind your table manners. If the interviewers are serious and soft-spoken, then you should be same as interviewer. Avoid loud laughter during the interviewer.
5. **Be positive:** Keep in mind that there is only one chance to make a first impression. Every company wants employees who are goal-oriented, career-driven, enthusiastic and motivated. Be the employee as they want. End the interview on a positive note. The hiring official needs to know that you are interested, enthusiastic and excited about the position and the company
6. **Be practical:** If you are experienced then the interviewer already knows your current salary and benefits package. When the topic of salary comes up state that you know they will make a fair offer. If you are offered the position during the interviewing process and you want the job then accept it. If the offer is not acceptable for any reason, ask for time to consider the offer.

7. Human resource interview tips - Do's

- * Have a firm handshake.
- * Be sincere and direct.
- * Introduce yourself in a courteous manner.
- * Read company materials while you wait.
- * You have to prepare for questions and listen carefully to the interviewer.
- * Ask about the next step in the process.
- * Thank the interviewer.
- * Learn about the Human Resources Analyst Program and understand the different facets of human resources.
- * You never know what the interviewer will ask you about, so be prepared to talk about anything you have included on your resume. You should be truthful about your experiences and skills.

8. Human resource interview tips - Don'ts

- * Don't show depression or discouragement.
- * Don't start the topics like salary, benefits or working hours.
- * Don't look at your watch.
- * Don't take extensive notes.
- * Don't be too serious.

9. Follow up

Always write a thank you note immediately after the interview. If there are number of interviewers then send a copy of thank you letter to each person. Summarize your qualifications and how they meet the expectations of the position.

How to face Interview:

Go prepared: Find out about the company as vision, goal, products, the work culture and the management from the website. Then from the job description, analyse how suitable you are as a candidate. You can't be prepared for all questions as there will be some googlies and bouncers hurled at you. But there are some common interview questions and if you are prepared for them, half the battle is won. You will be less tongue-tied and appear more confident if you are ready with the response. You can check out what the interviewer wants to know for the same.

Be thorough with your CV: You should be familiar with whatever is mentioned in the CV. Read it thoroughly so that you are not stumped by any question regarding your past employment and education.

Act confident: Even if you don't feel confident, act as one emanating confidence. Your body language should be accurate and you should be making a positive impact during the interview. Sit straight on the chair and look into the eyes of the interviewer. Remember, you have nothing to lose and go with that mind-set. This causes less palpable stress.

Sleep well: A good night as sleep is essential to stay fresh in body and mind. Never leave the preparation planning for the last minute. Be ready with your interview dress and keep your shoes polished. Women should clip their nails and remove nail paint if it is uneven at places and smoothen it well in advance. Never eat late or have an extra drink the night before the interview as that might leave you with a hangover. Try to remain calm and happy to be successful.

Be on time: Travelling to the interview can be stressful, especially if you have to commute a long distance. Try and do a trial run a day in advance so that you know how long it takes to reach there. Thus, you can plan as per your schedule and convenience. Remember, arriving late for whatever reasons is totally inexcusable.

Take deep breaths: If you have been made to wait in the reception, have a glass of water and take some deep breaths so that your voice is regulated and you don't seem shaky. Also, prepare for some small talk, like what you would be saying about yourself, etc. This is essentially to break the ice and you are at ease instead of sounding like a diffident person.

Prefer mornings to the second half: Mostly you wouldn't be given an option, but in case you are, take the morning slot to an afternoon one. Though it doesn't always matter but you are fresh in the morning and after you are through, you can plan the rest of the day accordingly. If the interviews scheduled in the second half, you carry the baggage of the schedules and plans for the entire day as well as the interview stress and come across as jaded.

Tips to remember Fresher's "How to Introduce yourself" in Interview:

- Before attending the interview go through with Job description and company details.
- First of all, think about What I Want to Hear If I Ask You to Tell Me about Yourself?
- Start with the present and tell why you are well qualified for the position.
- Best to start with a strong simple statement about yourself (again related to the job and type of person they're looking for) about your project works, and any achievements in your career which will help to get a job (based on the job description).