Guidelines of Employability Enhancement Program (EEP) Sessions

Goal: The Programme aims at sharpening the employability skills of the students and bridging the gap between the expectations of industry from management graduates and academic inputs given to the management students through course curriculum delivery. The training modules of the Programme are revised every year to address the specific need of the target trainees (the students.) so that they are equipped with the necessary skills for an appropriate job profile.

The Context: The students of MBA course come from diverse backgrounds. All of them do not possess all the required skills to be an effective manager in future. The course curriculum provides an opportunity to polish some of those skills however the major focus of the curriculum is the delivery of core knowledge content. Thus, it creates a gap between the skills sets required to be employable in the corporate and skills possessed by a management graduate after the course. To bridge this gap to the extent possible, there is an Employability Enhancement Programme (EEP) set up for the students.

Schedule of EEP sessions

S. No.	Topic Covered	Hours
1	Aptitude Test	10 hrs
2	Group Discussion	4 hrs (15 students per hr)
3	Mock Interviews	8hrs (4 students per hr)
4	Domain Specific	8 hrs

Responsibility

- Chief Training & Placement Officer
- Academic Head
- Faculty-In-Charges as appointed for various activities

Participant

- Students of Final Year of MBA Program

Duration

- 30 Hours
- To start in the month of August

Aptitude Test

Online Aptitude test is pretty common and usually the first round of selection process of most of the companies that hire freshers. Aptitude tests help companies and colleges evaluate a candidate's competency on the following skills:

- Ability to think and reason abstractly
- Patience
- Problem-solving skills
- Strategic thinking
- Comprehension
- Data Analysis

Aptitude tests are usually considered to be a measure of general intelligence. And since a majority of companies and institutions use aptitude tests as selection criteria, students should be well-versed in concepts related to aptitude.

Whole sessions on Aptitude test will be divided in 4 major topics, each topic will be facilitated by faculties who have perfection in the same field.

Below mentioned is the **detailed outline of the Topics** along with Facilitating Faculty Member:

Session	Topic	Duration	Facilitator
1-2	Number Systems, Conversion of Base	2 Hrs	Prof. S. Mohanty
3-4	Unitary Method – Direct & Indirect Method	2 Hrs	Dr. Mritunjay Kumar
5-6	Set Theory, Probability	2 Hrs	Dr. Anubhav Varma
7-10	Specialisation based Aptitude Test	4Hrs.	Prof. S. Mohanty/ Dr. Anubhav Varma/ Dr. Mritunjay Kumar

After the completion of the theoretical aspects of providing sessions **Mock Aptitude Test will be provided** to the students to analyse students for the same and area of improvement, if any.

Group Discussions

Group Discussion or GD is an activity where a group of individuals put forward their viewpoints on a particular topic. The main purpose of a Group Discussion is to evaluate the candidates' ability based on various skills such as subject knowledge, communication skills and aptitude to perform in a group or team.

Why do students fail to perform well in GD?

In today's scenario most of the students fail to perform well in a group discussion because of the below three reasons:

1. Due to the fear of speaking in public.
2. Lack of knowledge on the topic.
3. No proper command on language.

What Does a Group Discussion (GD) Evaluate?

Colleges and companies conduct Group Discussions (GD) round to evaluate an individual on the following aspects:

- Communication skills
- Interpersonal Skills
- Motivational Skills
- Leadership Skills
- Team Building Skills
- Reasoning ability
- Analytical /Logical Skills
- Initiative
- Different Thinking
- Flexibility
- Assertiveness
- Creativity
- Ability to Think Instantly

Guidelines for Conducting Mock GD

- **Characteristics of Group Discussion**

    1. **Participants**
        a. Carefully Chosen
        b. 5-10 people per group
        c. Similar type of people
    2. **Environment**
        a. Comfortable
    3. **Moderator**
        a. Skilful in GDs
        b. Establishes permissive environment
    4. **Analysis & Feedback**
        a. Systematic Analysis
        b. Give Feedback

- **The recommended pattern for introducing the group discussion includes:**
    1. **Welcome**
    2. **Overview of the Topic**
    3. **State Ground Rules of the GD**
        a. No right or wrong answer
        b. You don't need to agree with others, but you must listen respectfully as others share their views
        c. The role of a moderator will be to guide the discussion
        d. No personal abuse
        e. No swearing
        f. Don't interrupt when a person is speaking. Allow him to complete. Interrupt politely.
        g. Talk to each other
    4. **End & Feedback of each candidate**

Evaluation Parameters

Evidence	
List below the key responses or abilities that are required for each requirement. Examples are provided below:	
Contribution to discussion	*Engages the attention of group member*
	Leads discussions, encouraging others to participate
	Leads discussion at times
	Gives clear direction
	Collaborative with others
	Steers discussion to reach a conclusion
	Summarises the discussion
	Actively listens to others
	Enables agreement to be reached
	Aware of time restraints
Communication	*Takes time to prepare*
	Clearly communicate complex information
	Identifies barriers in the discussion
	Asks appropriate questions for clarity
	Actively listens to others
	Handles conflicts and challenges well
Knowledge/Expertise	*Displays relevant/current knowledge of subject matter*
	Contributes original idea
	Make relevant contribution

Annexure 1 – *Assessment Sheet of Mock Group Discussion*

Mock Interview

The Purpose of An Interview

An interview is a mutual exchange of information between an employer and you, as a candidate for a position. The primary objectives are to:

- Supplement resume information
- Show that you understand your strengths and weaknesses and have a sense of direction
- Enable the employer to evaluate your personality and attitudes in terms of the demands of the organization and the position
- Allows to gain information about the organization and the job that is not available through other sources
- Gives student and the employer an opportunity to discuss the desirability of further contact or an offer of employment

Mock Interviews give applicants the opportunity to practice interviewing in a less threatening environment. Interviewing is a skill that improves with practice. A mock interview gives student practice answering interview questions in a realistic setting where you are under a bit of pressure. Most important, mock interviews are designed to provide feedback and allow for improvement. Through practice, increase comfort and confidence during the interview process and enhance interviewing skills.

Evaluation Parameters

Parameters	
Presentation Skills:	*Overall assessment of candidate's 20 min presentation for organisation and stand-up/facilitation skills*
Candidate's Understanding of the Position:	*Assess candidate's knowledge of the position and its requirements*
Relevant Background/Special Skill Set:	*Explore the candidate's knowledge and past work experiences in training*
Professional Impression:	*Consider self-confidence, maturity and presence to access the candidate's level of professionalism*
Motivation/Initiative:	*Analyse candidate's ability to think and act independently, and goal orientation. Why does the person want to work in the profile?*
Interpersonal/Communication Skills:	*Assess ability to express ideas and thoughts clearly, as well as experiences involving team setting and customer orientation*
Flexibility:	*Access's candidate's responsiveness to change, tolerance for ambiguity*
Organisational Fit:	*Review the candidate's potential to fit in the organisational role and culture*

Preparing for Mock Interview

Preparation and practice are key ingredients to a successful interview.

As students prepare:

- They should understand and be able to express your attributes/ personality in relation to the professional college program.
- They should research the company/organization, their field, the position
- They should know their goals (professional, education) and be able to express them to the interviewer.
- They should think of stories and examples you would like to highlight during the interview.
- They should practice telling their stories to smooth out the details.

Students should Practice Stories (STAR Method)

S – Situation (Describe the situation)
T- Task (what needed to be done?)
A- Action (What did you do?)
R- Results (What happened?)

Using STAR:

- Keep the *Situation* and *Task* brief. Give enough information to paint the picture and move on.
- The majority of your answer should address *specific actions* you took. Keep actions related to the question, but a good story can also demonstrate additional skills
- For *results*, think about what skills you gained from the experience and their future impact.

Do's and Don'ts of an Interview

DO's	DON'Ts
Do show respect to employer and opportunity	Don't Lie or misrepresent anything
Do know the Job and How you get fit into Job's requirement	Don't trash your institute or faculty or your fellow batchmates.
Do research about the Company before going for interview	Do not talk or text on your smartphone during the interview
Do be prepared to answer the standard job interview questions	Don't wear bold clothing and strong perfume.
Do bring relevant documents like Resume, educational documents, etc. with you	Don't offer unnecessary Details
Do dress-up appropriately, do present the tidy and confident appearance.	Don't talk about your life story.
Do expand on your answers.	Don't be aggressive
Do make eye contact with the interviewing panellist.	Don't act desperate for job.
Do Ask Questions	Don't talk about your salary unless asked.
Do say Thank You	Don't slouch. Maintain proper body posture.

Annexure 2- Important Interview Questions

Annexure 3- Links to prepare for Interview

Annexure 4- Mock Interview Assessment Sheet

Annexure 5- Practicing Sheet for STAR stories

Domain Specific Preparation

To prepare students for the technical questions in interview as per the specialization that are chosen by them, domain specific preparation for the interview will be facilitated by Area Chairs.

Domain Specific Interview questions are asked in an interview to analyse the basics of that particular specialization. Domain knowledge is the foremost thing company is looking at. Domain specific knowledge is generally asked in a situational based question, for e.g. *A marketing student can be asked, can you Sell me this Pen?*

This communicate clearly, ability to have clear approach to solve a real-life problem, ability to have a long-term view, driven by systems & processes.

Annexure – 1

GROUP DISCUSSION (GD) ASSESSMENT SHEET

Candidate Name	
Faculty/Department	

Evidence	Score
List below the key responses or abilities that are required for each requirement. Examples are provided below:	Score the candidate against each requirement using a scoring system of 1 (low) to 5 (high)
Contribution to discussion	
Engages the attention of group member	
Leads discussions, encouraging others to participate	
Leads discussion at times	
Gives clear direction	
Collaborative with others	
Steers discussion to reach a conclusion	
Summarises the discussion	
Actively listens to others	
Enables agreement to be reached	
Aware of time restraints	

Communication	
Takes time to prepare	
Clearly communicate complex information	
Identifies barriers in the discussion	
Asks appropriate questions for clarity	
Actively listens to others	
Handles conflicts and challenges well	

Knowledge/Expertise	
Displays relevant/current knowledge of subject matter	
Contributes original idea	
Make relevant contribution	

Feedback/Suggestions:

Date: **Signature**

Annexure – 2

Important Interview Questions

- Tell me something about yourself?

- Tell me about your internship?

- Why do you want this Job?

- What do you know about our company?

- What are the two things you will do to add more value to our organization?

- Tell us about your strength & weakness?

- Tell me your hobbies and interests?

- Why should we hire you? What makes you unique?

- What are your achievements?

- Tell me something that is not mentioned in your resume.

- **How did you spend your Lockdown (COVID-19) time at your home?**

- **What new skills you acquired during COVID-19 period?**

- What is your short term (2 yrs.) and long-term expectations (5 years)?

- What motivates you?

- How do you deal with pressure and stressful situation?

- What all challenges have you faced in life?

- Describe the most significant or creative presentation which you have had to Complete.

- Describe an instance when you had to think on your feet to solve a problem.

- Give an example of a time in which you had make a decision quickly.

- Give me an example of an important goal which you had set in the past and tell me about your success in reaching it.

- Why did you choose your major?

- Do you prefer to work on teams or alone?

- What do you look for in a supervisor?

Annexure – 3

Video Links to Prepare for Interviews

Sr. No.	Link to Video	Topic
1	https://www.youtube.com/watch?v=Ji46s5BHdr0	8 Most-Asked Interview Questions & Answers (for Freshers & Experienced Professionals)
2	https://www.youtube.com/watch?v=5v-wyR5emRw	Tell Me About Yourself
3	https://www.youtube.com/watch?v=CyXLhHQS3KY	Why Should We Hire You?
4	https://www.youtube.com/watch?v=VwzFWmNX7GI	What Are Your Weaknesses
5	https://www.youtube.com/watch?v=MOsxGdyNqsw	FRESHERS Job INTERVIEW Questions & Answers
6	https://www.youtube.com/watch?v=dE5a1mmVJD4&t=65s	TOP 21 Interview Questions and Answers for 2020!

Annexure – 4

MOCK INTERVIEW (PI) ASSESSMENT SHEET

Candidate Name	
Faculty/Department	

Rating Scale: 5 = **Outstanding**
4 = **Excellent** - exceeds requirement
3 = **Competent** - Acceptable Proficiency

2 = **Below Average** - Does not meet requirement
1 = **Unable to determine or not applicable to this candidate**

Parameters	Rating (Tick Mark the Response)				
	5	4	3	2	1
Presentation Skills: *Overall assessment of candidate's 20 min presentation for organisation and stand-up/facilitation skills*					
Candidate's Understanding of the Position: *Assess candidate's knowledge of the position and its requirements*					
Relevant Background/Special Skill Set: *Explore the candidate's knowledge and past work experiences in training*					
Professional Impression: *Consider self-confidence, maturity and presence to access the candidate's level of professionalism*					
Motivation/Initiative: *Analyse candidate's ability to think and act independently, and goal orientation. Why does the person want to work in the profile?*					
Interpersonal/Communication Skills: *Assess ability to express ideas and thoughts clearly, as well as experiences involving team setting and customer orientation*					
Flexibility: *Access's candidate's responsiveness to change, tolerance for ambiguity*					
Organisational Fit: *Review the candidate's potential to fit in the organisational role and culture*					
Overall Evaluation: *Please add appropriate comments*					

Date: **Signature**

Annexure – 5

Practicing STAR Stories Worksheet

Practice your STAR Stories		
Teamwork	**Situation:** **Task:**	**Actions:** **Results**
Decision making	**Situation:** **Task:**	**Actions:** **Results**
Persuasion	**Situation:** **Task:**	**Actions:** **Results**
Communication Skills	**Situation:** **Task:**	**Actions:** **Results**
Time Management	**Situation:** **Task:**	**Actions:** **Results**
Multitasking	**Situation:** **Task:**	**Actions:** **Results**
Leadership	**Situation:** **Task:**	**Actions:** **Results**
Problem Solving	**Situation:** **Task:**	**Actions:** **Results**
Adaptability	**Situation:** **Task:**	**Actions:** **Results**
Creativity	**Situation:** **Task:**	**Actions:** **Results**