

Dr. Ambedkar Institute of Management Studies & Research, Nagpur



Param Pujya Dr. Babasaheb Ambedkar Smarak Samiti's  
**Dr. Ambedkar Institute of Management Studies & Research**

Deeksha Bhoomi, Nagpur - 440010 (Maharashtra State) INDIA

**An Institute recognised under section 2(f) and 12B**

**MBA Programme Accredited by NBA from 2019-20 to 2021-22**

**Accredited by NAAC with Grade 'A'**

**2013**

# **Campus Recruitment Training Policy**

## **Campus Recruitment Training Policy**

Campus Placements are dreams of every Final year Students as well as for the institutions, all major recruiter conducts Aptitude Test followed by HR Interview during placements. The aim is to select the candidates with good aptitude that includes

general aptitude (analytical aptitude and reasoning). Depending on the companies the other subjects tested varies. When Candidates are selected in the written test, some companies have Group Discussion for further filtering of the candidates. Finally, personal interview, depending on the company there may be one or two interviews; in case of technical session and HR/Stress interviews. Performance in interviews is crucial in the selection process because it is where students are evaluated fully and final decision is made on their selection.

DAIMSR provide a finishing course module for students to help them prepare to enter today's corporate world that is extremely competitive and demanding. The course content is designed & developed in consultation with experts from relevant fields.

Real-World Experience Simulation between Facilitator & Participants

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Participants will be led in a Directed Learning Mode, not Just with Facilitator's one-sided Lectures

•Combination of Presentations and Examples from Facilitator and Interactive / Hands-On Participants' Exercises with Individual / Group Report-Outs

•Experiential workshop environment where participants will be educated to take risks and make adjustments based on their results from Role-Plays before approaching large real-time projects.

**Hours Interactive Experiential Training for Pre-Final / Final year Students**

## Content Outline

### Capsule 1: Placement Aptitude

DAIMSR has developed an extensive placement aptitude program that is highly customized to the students' community on the following topics:

- Quantitative Ability
- Data Interpretation
- Data Sufficiency
- Logical Reasoning
- Verbal Ability
- Reading Comprehension

Capsule 2: **Build Resume** for Your First Job Resume is an early step in the filtration process and is used to screen applicants. Resume is a marketing brochure which highlights details like academics, personal; achievements, interests and other relevant information DAIMSR assist THE students in preparing the suitable format & contents.

- An Introduction to the Resume
- Types of Resumes
- Preparing to Write Your Resume
- Professional Objective and Education Section
- Experience if any
- Skills Section
- Honors and Awards if any
- Activities and Interests
- • Cover Letters

### Capsule 3:

Group Discussion:-Tips for Placement at the group discussion a host of skills such as

Communication, interpersonal, leadership, team building, problem solving, conceptualizing, out-of-the-box & lateral thinking etc., are assessed and analyzed.

- What is GD?
- Types of GD
- Bring out your best in your Personal Introduction?
- How to break-up time for Topic interpretation?
- How to structure thoughts about the topic?
- Initiation: It's all about bringing out the leader in you
- Initiation Techniques
- Closing Statement
- Summary
- Verbal and Written
- Verbal Communication
- Non-verbal Communication
- Body Language
- Eye Contact
- Listening Skills
- Interruption
- Simultaneous Talks
- Group Behaviour

#### Capsule 4: Personal Interview

The interview is the final step of hiring the candidate. Here candidate and the employer get an opportunity to meet one another, exchange information and come to tentative conclusions about "hiring" one another. DAIMSR ensures that students are trained and well prepared to face the interview board.

#### A. Overview: A Marketing Strategy

(Campus Recruitment)

- Self-Audit: Knowing thyself
- Job Audit: Knowing Job Market

- The Personnel / job fit: Requirement & Position Analysis

B Self-Assessment Basics

(Interview Oriented)

- Functional/transferable skills checklist
- Major strengths identification worksheet
- Dimensions of occupational needs checklist
- Professional goals
- Selecting traits, skills and abilities for emphasis

#### B. The Job Interview

- Types & Form of interviews
- Pre-Campus Interview: what employers look for
- What employers are looking for and What Candidates need to find out
- Negatives leading to rejection
- Professional image guidelines for Campus Interviews
- Most frequently asked interview questions and how to answer these effectively
- Handling the tricky questions"
- Elements of interview etiquette
- Salary negotiations
- Interview close

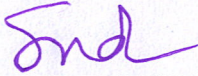
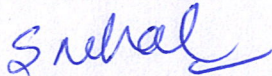
Upon completion of this Workshop each student will:

- Demonstrate career development and transition skills, including the ability to understand and apply career development theory, the job procurement process, and all forms of communication used in the successful pursuit of a career.
- Understand organizational procedures and policies as related to how the employers process for campus recruitment and employer preferences.
- Use self-assessments to identify strengths, weaknesses, transferable skills, and prime marketable characteristics.
- Organize and write an effective cover letter and Resume.

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- Exercise judgment and logical decision making in selecting from alternative techniques for Group Discussion & Interview.

**Approved By:**

| NAME   | SIGNATURE  | DATE        |
|--|--|-------------|
| <b>Dr. Sudhir Fulzele,</b><br>(Director)           |   | 12-Jul-2016 |
| <b>Dr. Snehal Godbole</b><br>(In-Charge: Training) |  | 12-Jul-2016 |

| Document Updates | Date        |
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| Policy Date      | 15-Oct-2013 |
| First Revision   | 11-Apr-2014 |
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