



UKA TARSADIA
u n i v e r s i t y

Interview Skills Training

Date: 18/01/2024

Total Number of Students Appeared: 35

Placement Activity Report

To prepare the final year students for their placement season, the Training & Placement Cell organized a comprehensive set of activities focused on enhancing their interview skills across three key areas:

I. Interview Writing

- Resume/CV Clinic - Students received one-on-one feedback on their resumes from industry experts to optimize content and formatting.
- Cover Letter Workshop - An interactive session guiding students on how to write persuasive and tailored cover letters for job applications.
- Mock Interview Videos - Students recorded mock interviews which were evaluated to help improve their articulation and response quality.

II. Etiquettes

- Email Etiquette Training - A detailed session on professional email writing practices involving tone, structure, signatures etc.
- Online Branding Seminar - Guidance on building a professional presence on LinkedIn and social media channels.
- Virtual Interview Readiness - Students learned best practices for acing virtual interviews including technical setup and body language.

III. Facing Interviews

- Interview Questions Bank - A repository of common interview questions across domains with model answers for practice.
- Mock Interviews - Mock interviews conducted by alumni and recruiters providing valuable feedback on students' performance.
- Grooming and Body Language - Focused sessions on professional grooming, poise and body language for creating the right impression.

The final year students participated actively and reported significantly increased confidence and preparedness for their upcoming interviews.

