SUGGESTION TO STUDENTS FOR QUICK & RIGHT PLACEMENTS

Prepare yourself before going for Interviews:

- **Study about the Organization:** Look in to the website of the organization to   understand what product/projects they develop or work.
- **Resume Creation:** Outline your resume very clearly and viewable.
- **Appearance:** Appear Clean & Tidy. Ensure to go formally.

Documents to carry while going for Interviews:

- ➢ Carry your Resume
- ➢ Qualification documents
- ➢ Intern/Education Projects developed
- ➢ Experience documents
- ➢ Relieving letters
- ➢ Software Certifications
- ➢ Aadhaar Card
- ➢ Pan Card and local proof of address.

Present yourself as below at the time of Interviews:

- **Introduction about self:** Introduce yourself for 2-3min inline to the resume. Explain about **relevant academic projects** which you made. Explain about the study projects made while learning the software courses in the Institute.
- **Communication:** Communicate in English. If the Interviewer ask questions in local language, please communicate in local language only. Be **polite** and **confident** in every communication.
- **Unknown Interview Questions:** If you don't know something, Inform Interviewer am sorry...but i try my best to prepare on that. Express things in a positive approach.
- **Express Interest for the Job:** Upon Interview process is completed, inform the Interviewer that you are interested in this job.

End of the Interview:

- **Close of the Interview:** Closing the Interview You can mention to Interviewer as Thanks for giving the opportunity to attend the Interview. Hoping for the positive response.

Other Important Points for a Stable and Bright Career:

- **Career gap:** Make yourself such a way that your career gap is Nil.
- **Stability:** Candidates ensure to stay stable in organizations minimum 2 years. Repetitive jumping from organization to organization effects severely in long term. CMMI level organizations particularly check your stability.
- **Letters:** Ensure to have **Appointment letter**, **Relieving letter** & **Experience letter** of previous organization. CMMI level categorized organizations mandatorily need Relieving letter.

We work on WIN WIN WIN situation to place the students/aspirants in right job.

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