# Placement FAQs

1. **What are the campus placement timelines?**

   Campus Placements typically begin in the fifth semester for under graduate courses and in the third semester for post graduate courses. A typical placement cycle starts in the month of August and generally runs until the end of the academic year.

2. **Can I as a final year student participate in the campus placement process?**

   The University Industry Interface Cell is mandated to ensure the placement of all the students who are in their final academic year and who have enrolled or registered on ERP for campus placements.

   While all registered students are eligible to participate in campus placements, they will need to meet the criteria that companies may specify. Such criteria may include, among others, minimum percentage of marks in SSC, HSC and completed semesters, limits on the number of live KT's and so on. Students must meet all eligibility criteria that a company specifies, to be considered for placement.

   In cases where companies do not specify any criteria, all students who have enrolled or registered for campus placements are eligible to be considered for placement to those companies.

3. **Do I need to enroll or register for the campus placement?**

   Yes. In order to effectively manage the placement of the students, the University Industry Interface cell carries out Resume among the students to determine which students need placement post completion of their graduation / post-graduation. This process is essential as there are a large number of students who desire to pursue higher education. Similarly there are students who want to be entrepreneurs or carry on with their family business.

This resumes will be open at the beginning of the year for all students who are in their final and pre final academic year. Students who respond to the UIIC Dashboard stating that they need a job placement will be considered for placements.

4. **How can I participate in a pool campus placement process?**

The UIIC placement cell will release notices of upcoming placement opportunities along with details of the company, the job description, skills required, eligibility criteria if specified, salary offered etc. The notices will be put up on university websites, College logins, shared with students, TPOs and Directors also put on 'social media'. Students meeting the following conditions can register for a placement opportunity:

Those who have enrolled or registered for placements by filling their resumes on ERP

Those meeting all company specified eligibility criteria

The registration may happen in one of three possible ways:

Direct registration on the company website

Registration on the google form shared by the placement cell

Direct Registration on ERP portal

Students who register directly on the company website, must notify the UIIC of their registration via ERP. Name of Company

5. **What are the stages of recruitment process?**

Companies will have their own process for campus placements and this process may vary from company to company. A typical campus placement process will comprise any or all of the following steps:

Pre-placement Talk

Aptitude Test and/or Technical Test (Online/Pen and Paper)

Group Discussion

Technical/HR Interview

## 6. What is the purpose of Pre-placement Talks?

The Pre-placement talk is one of the important aspects of a campus recruitment process. Companies use the Pre-placement talk to disseminate information about the company to the students. It is also used to describe the job opportunities available at the company, the skills that a student must possess, details of service agreement if applicable, the work location, career progression at the company and the salary package that the company offers. The Pre-placement talk also provides a platform for the students to interact with the company representatives and to seek clarification to any questions that students may have.

## 7. What is the purpose of aptitude test?

Companies are looking out for the best available talent. In their quest for the best talent companies evaluate students on their verbal reasoning, logical reasoning and numerical abilities by subjecting them to an aptitude test. Different companies customise the aptitude tests as per their standards. Such customisation will determine the number of questions, duration of test, cut-off marks – section wise or overall, negative marks and so on.
Clearing the aptitude test is essential to progress to further rounds of the campus placement.

## 8. What is the purpose of Group Discussion?

The primary purpose of a group discussion is to evaluate the ability of students to think through a random topic, the variety of thoughts on a topic, holistic

thinking ability, communication skills, leadership skills and ability to be a team player.

Clearing the group discussion is essential to progress to further rounds of the campus placement.

9. **What is the purpose of Personal Interview(HR)?**

The interview round is the last round of the campus recruitment process. The interview round may happen at two levels: Technical Interview and HR interview. In many cases these may be combined in to one interview. Technical interview is used to evaluate the knowledge of the students in technical subjects. Generally the questions will be related to what the student has studied or any certifications that the student may have. The focus of the technical interview is to determine whether the student has the required technical skills or can be trained in the required skills.

Once a student clears the technical interview round, he/she may go through a HR interview round. HR interviews are more often a means to evaluate soft skills of the students and their confidence levels. It also validates the fitment of the student with respect to the company culture.

10. **When will I know the results be declared on the same day of the campus placement process?**

Most companies will declare the results of the campus placement on the same day. However some companies may share the results over the next few days. UIIC will let you and your college know about the result via SMS/Mail/Circulars.

11. **What documents should I carry on the day of campus placement?**

Students must carry the following documents on the day of the placement process:

- College ID Card
- Aadhar Card
- PAN Card
- SSC, Diploma / HSC mark-sheet and passing certificates
- Graduation mark sheet and degree for post graduate students
- Previous semester mark-sheet for under graduate students

For all the above documents, students should carry one photocopy and the originals for verification. Students must also carry two recent passport size colour photograph in white background with them.

Further students must carry two copies of their resume in the prescribed format and also carry a notepad and a pen or pencil.

**12. What dress code should I follow for the campus placement process?**

First impression is often the last impression. Ensure that you create a good first impression by being properly attired for your placement process, especially the interview rounds.

The most suitable dress code for the campus placement interviews are either "Business Casual" or "Formal".

Dress code for Men

At the very minimum your dress code should conform to "Business Casuals" code. This implies wearing a full sleeved plain coloured shirt and trousers. Shirts must be tucked in. A belt must be worn. Wear black leather shoes.

At a higher level of business casuals, a tie may be worn.

"Formal" dress code would need you to wear a suit: a matching jacket and pants, formal shirt, tie, matching socks and black leather shoes. The ideal option would be a dark coloured suit and trouser with light coloured shirt.

Jeans, T-Shirts and sneakers are absolute no for an interview.

Irrespective of which of the above dress code that you follow, ensure that:

- The clothes are clean and ironed

- The shoes are polished and are not torn or scuffed
- The tie is not be flashy or loud coloured

Dress code for Women

Women may opt for either traditional or western style for their interviews. Traditional wear would be either a well fitted traditional Indian suit or a Saree. Ensure that the suit is sober. Avoid flashy and tight fitting suits. The saree could be of cotton material and in plain or solid colours.

Western wear could be chosen from one of

- A trouser and suit combo: This would typically mean a dark coloured trousers with matching or coordinated jacket, complemented with a light coloured shirt.
- Shirt / Top with knee length skirt: This can consist of either a full sleeved or half sleeved short in light plain colour with a knee length skirt.

Ensure that you have minimal make-up applied. Keep blush to the minimum and you may use mascara and natural coloured lip gloss. Minimal eyeliner may be added. Do not have flashy or loud nail polish. Hair should be styled in a presentable manner. You may choose between a low or high ponytail or a well combed straight hair look.

Formal women shoes with low-heel is recommended. The shoe colours could be black, tan, beige, etc. Ensure your shoes are in good condition and are not scuffed or run-down at the heels. Shoes with an open toe or back are best avoided.

General good hygiene for both Men and Women

- Shower or bathe the morning of the interview
- Wear deodorant
- Make sure you have fresh breath
- Brush your teeth before you leave for the interview, and do not eat before the interview
- If you are a smoker, do not smoke right before an interview
- Ensure that your hair is neat, clean, and conservative
- In case of Men:
  - Do not have a stubble, ensure that you are clean shaven
  - In case you sport a beard, ensure that the beard is properly trimmed

**13. What are the things to be done on the day before the campus placements?**

In the days leading up to your campus placement, ensure that you have gone through all the training programs that the placement cell conducts. Further be well versed with your academic subjects. Know the company that you will potentially be working for in future. View the company web site and understand their areas of work. Understand your own strengths and weaknesses. Work on improving any weak areas that you identify.
On the day of the interview, prepare yourself mentally for a long day. Depending on the number of students participating the process could go late in to the evening. Get proper sleep of 8 hours or more the previous night

**14. Which are the companies that visit our campus?**

The placements section of our web site provides the details of the companies that have visited us in the past for campus placements.