**DAILY ASSESSMENT FORMAT**

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| **Date** | **20 May 2020** | **Name:** | **CHANDANA.R** |
| **Course** | **TCSION** | **USN:** | **4AL16EC017** |
| **Topic:** | **Understand how to ace cooperate interview** | **Semester**  **& Section** | **8th A** |
| **Github**  **Respitory:** | **Chandana-shaiva** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report**  **Ace corporate interviews**   * What id an interview? * Interview process * Preparation for an effective interview include:  1. A good assessment of yourself 2. Researching the organization 3. Updating your resume 4. Understanding the venue details  * Do’s before the interview  1. Dress appropriately as per the corparate setting 2. Take care of pesonal grooming and cleanliness 3. Reach 10-15 minutes early  * Don’ts before an interview  1. Don’t stay up late at night 2. Don’t feel nervous 3. Don’t forget to be courteous to everybody  * Mens interview attire * Women interview attire * During the interview Do’s  1. Ask for clarification if you don’t understand question 2. Be brief and concise in your response  * During the interview Don’ts  1. Don’t take a seat until you are offered one 2. don’t slouch and fidget  * Tell something about yourself * Why shoud we hire you? * What are your strenght? * What are your weaknesses? * What are your achievements? * What is your career objective?   **Learn corporate etiquette**   * Basic rules-courtesies-Business cards * Basic rules-courtesies-space * Basic rules-courtesies-In meeting * Basic rules-courtesies-Language * Basic rules-Personal details   **Write effective emails**   * Describe the structure of an email * Develop an effective subject line and text * Utilize a few opening and closing phrases * State the do’s and dont’s of email writing * **What are your strengths** * Be genuine and accurate * Be brief and concise * Demonstrate with example  What do you know about the organisation?  * + Research the company thoroughly.   + Give details about the organization.   + Talk about the company’s position in the corporate world.   + Go through the company’s website before going to the interview. |