

**Employability Skills – February 2022**  
**Indian Institute of Information Technology, Sri City**  
**Mid-term Test**

All Short Answers: 5 Marks each

Answer eight questions:

1. Enumerate your strengths and weaknesses as a person and your action plans for balancing them
2. What are the four aspects of emotional intelligence? How it is relevant in the process of organisational selection? *Daniel Goleman*
3. Explain some of the expectations from industry – as narrated by one of the industry experts who came as guest in the class.
4. What are the key factors that we used to evaluate group discussions and why they are important even as basic social skills?
5. What the key factors to look into while making a resume – positive and negative ones.
6. Explain the actions you have taken to improve your LinkedIn profile, after the interaction with the industry representative.
7. What are the factors normally are critical in an interview process – if you are in the recruitment side (you are the recruitment manager)
8. Please write something about a good book you read in the recent past. *Lakshman McDowell CIL*
9. Do write a covering note for submission of your resume to an organisation. Highlight the salient features of it.
10. Write notes of 'Self-Management' or 'Empathy'. And why it is critical, using the example of the Ship Wreck game.

*Daniel Goleman*

Analytical, Reasoning Skill (3) big

Confidence  
Clarity  
Context  
punctual  
Honest  
Good Comm skills  
open to learn / Feedback  
passionate  
Ambitious  
productive 24/7  
reliable