Workbook

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| Exercise 1 |
| Given below are 2 Company requirements. Read the requirements carefully and see if you meet their eligibility criteria.  Incessant Technologies  Eligibility Criteria:-  Role :Software Engineer - Java  Qualification :B.E./B’Tech (ECE,EEE,CSE,IT), M.Sc.& M.E./M’Tech (Computers), M.C.A  Year of Graduation : 2015  Percentage Criterion:70% throughout academics  Primary skills :Candidate should have good knowledge in Java (Basics)  No. of positions :5  Any Bond (Yes / No) :Yes  Bond Duration (if yes) :3 Years’ Service Agreement (need to submit original certificates)  Compensation :2.5 LPA  Work location :Hyderabad  Interview Location :Hyderabad  Mode of Interview : Written test (Aptitude, Reasoning and Technical), Technical F2F and HR Round  Virtusa Consulting Services Pvt Ltd.  Eligibility Criteria:-  Role :Trainee Software Engineer - Testing  Qualification :B.E./B.Tech/MCA  Year of Graduation :2014 / 2015  Percentage Criterion :Min 65% throughout academics  Primary skills :Should be good at Manual and Automation Testing and should possess good communication skills  Certification :ISTQB  No. of positions :15  Any Bond (Yes / No) :Yes  Bond Duration (if yes) :2 Years (with no change of Job Location)  Compensation :3.3 LPA  Work location :Chennai  Interview Location :Hyderabad  Mode of Interview : Written Test (Tech + Aptitude), GD (Technical Aspects), Technical F2F and HR Round |
| Exercise 2 – Know the Process |
| List the Interview process of 5 companies that you would want to interview with and also mention what kind of questions they ask in the different rounds.  Company 1   |  |  | | --- | --- | | Strengths | Weakness | |  |  | | Opportunities | Threats | |  |  |   Company 2   |  |  | | --- | --- | | Strengths | Weakness | |  |  | | Opportunities | Threats | |  |  | |
| Exercise 2 Watch the video and list the key words/phrases appropriate for an interview.  Video Link: <http://www.youtube.com/watch?v=pNvRWnO8Yf0&feature=related>  Sample Words/Phrases could be:  Job market, skills, strategies, attributes, job seeker, customers, competitors, self – image, Face to Face, interview environment, competence, rapport, recruiter's perception, ability to solve, relevant problems, industry language, team player, stay current, homework, reciprocity, integrate with, comfortable conversation, power exhibit power words/phrases, self-motivated, superior analytical skills, achievement-oriented, imaginative, demonstrated leadership, superior value, established record, high visible... Exercise 3 In the format given below, write the meaning of the given word and its usage in a job/learning scenario.  Sample:   |  |  | | --- | --- | | TEAM PLAYER | | | Meaning | A person actively working in a team towards team’s goals and objectives. | | Sentence | “I am a team player.” |  |  |  | | --- | --- | | COMPETENCIES | | | Meaning |  | | Sentence |  |  |  |  | | --- | --- | | STRENGTH | | | Meaning |  | | Sentence |  |  |  |  | | --- | --- | | INNOVATIVE | | | Meaning |  | | Sentence |  |  |  |  | | --- | --- | | RECOGNITION | | | Meaning |  | | Sentence |  |  |  |  | | --- | --- | | ISSUES | | | Meaning |  | | Sentence |  |  |  |  | | --- | --- | | STRATEGIES | | | Meaning |  | | Sentence |  |  |  |  | | --- | --- | | CONTRIBUTED | | | Meaning |  | | Sentence |  |  |  |  | | --- | --- | | LEARN | | | Meaning |  | | Sentence |  |  |  |  | | --- | --- | | ROLE | | | Meaning |  | | Sentence |  |  |  |  | | --- | --- | | RESPONSIBILITY | | | Meaning |  | | Sentence |  |  |  |  | | --- | --- | | NEGOTIATED | | | Meaning |  | | Sentence |  |  |  |  | | --- | --- | | SKILLS | | | Meaning |  | | Sentence |  |  |  |  | | --- | --- | | DEADLINES | | | Meaning |  | | Sentence |  | | DEMONSTRATE | | | Meaning |  | | Sentence |  | |
| Exercise 4  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Vocabulary: The following is a list of some adjectives used to describe the skills or implemented projects:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Accurate  Active  Adaptable  Adept | Broad-minded | Competent  Conscientious  Creative | Dependable  Determined  Diplomatic  Discreet | Efficient  Energetic  Enterprising  Enthusiastic  Experienced  Easygoing | Fair  Firm | | Genuine | Honest | Innovative | Justified | Logical  Loyal | Mature  Methodical  Motivated | | Objective  Outgoing | Personable  Pleasant  Positive  Practical  Productive | Reliable  Resourceful | Elf disciplined  Sense of humor  Sensitive  Sincere  Successful | Tactful  Trustworthy |  |   The following is a list of some verbs used to express responsibilities and tasks performed:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Accomplished  Acted  Adapted  Administered  Advanced  Advised  Allocated  Analyzed  Applied  Approved  Arbitrated  Arranged  Assisted  Attained | Blended  Brought  Built | Carried Out  Cataloged  Changed  Classified  Collaborated  Compared  Completed  Computed  Conceived  Conducted  Constructed  Consulted  Contracted  Controlled  Cooperated  Coordinated  Corrected  Counseled  Created | Dealt  Decided  Decreased  Defined  Delegated  Derived  Designated  Detected  Developed  Devised  Directed  Discovered  Distributed  Documented  Doubled | Edited  Encouraged  Engineered  Enlarged  Escalated  Established  Estimated  Evaluated  Examined  Expanded  Experienced  Explored | Facilitated  Finalized  Formulated  Founded  Functioned | | Governed  Grouped  Guided | Handled  Harmonized  Harnessed  Headed | Identified  Implemented  Improved  Increased  Indexed  Initiated  Inspected  Installed  Instituted  Interpreted  Introduced  Invented  Investigated | Justified | Led  Localized  Located | Made  Maintained  Managed  Mechanized  Merged  Moderated  Motivated | | Negotiated | Opened  Operated  Organized  Originated  Overcome | Perceived  Performed  Pioneered  Planned  Prepared  Presented  Presided  Processed  Programmed  Promoted  Provided  Purchased | Raised  Recommended  Recorded  Recruited  Rectified  Redesigned  Repaired  Replaced  Restored  Reversed  Reviewed  Revised | Saved  Screened  Selected  Serviced  Set Up  Solved  Sorted  Sparked  Specified  Started  Stimulated  Strengthened  Summarized  Supervised  Supported  Systematized | tested  trained  transacted  transcribed  transformed  tripled | | Upgraded | Validated  Varied  Verified  Vitalized | Won  Wrote |  |  |  |   Using the above vocabulary list (Adjectives and Verbs), write the statements about your knowledge and skills in your area of expertise.  If you are proficient in Java: Write about your knowledge and skills in various modules in Java, like JPL, JEE, SQL, etc.  If you are proficient in Software Testing: Write about your knowledge and skills in various types of testing, like manual and automation, Dynamic and Static, etc. Exercise: A software company wants to recruit entry level resources for software development and testing. The following are the job descriptions for the advertised position. Write down why you are suitable for the job, by mapping your knowledge and skills to the given job descriptions.   |  | | --- | | Role: ISTQB certified Software Tester:   * To perform manual testing on all applications from the earliest opportunity with rigour and precision and before any application goes live with a client * To communicate all test issues effectively and executing procedures in order to arrive at the appropriate fix   Responsibilities:   * Taking ownership for system test activities and managing unit and integration testing in an AGILE environment. * Analysis and creation of formal documentation – including project test plans, reports and proposals when necessary. * Test scripting and manual test execution * Adhering to the Defect management and reporting plan – Communicating defect issues to Project Manager. * Ability to highlight and drive issues forward from identification through to resolution   Technical Skills Required:   * Formal documentation creation * Web application testing * Defect reporting * Strong analytical and business mind.   Personal Skills Required:   * Excellent communicator * Team player * Adaptable. * Good negotiation skills. |  |  | | --- | | Role: Junior Software Engineer responsible for developing reliable software solutions, writing impeccable code and delivering projects on time and within budget.  Responsibilities:   * Understands project requirements and designs * Encodes project requirements by converting work flow information into computer language. * Programs the application by entering coded information. * Confirms program operation by conducting unit tests; modifying program sequence and/or codes. * Prepares reference for users by writing operating instructions. * Maintains historical records by documenting program development and revisions. * Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. * Contributes to team effort by accomplishing related results as needed.   Required Skills:   * Strong Programming Skills in: C#, OOP, ASP.Net, Database Programming. * Ability to identify tasks which require automation, and automate them. * Working with team | |   Match the following   |  |  | | --- | --- | | 1. Passionate | A person who has the ability to be on time | | 2 Communicator | To work with others on a joint project | | 3 Proficient | To make something better than it was before | | 4 Punctual | An intense emotion or desire for something | | 5 Innovator | Skilled at doing or using something | | 6 Decisiveness | To divide up and assign tasks | | 7 Delegation | A person who is good at being in charge | | 8 Leadership | Ability to talk with others and come to an agreement | | 9 Initiative | Having the ability to make quick decisions | | 10 Flexibility | A person who feels determined to be successful | | 11 Integrity | To take on tasks without being told to | | 12 Independent | Ability to change easily in different situations | | 13 Collaborate | Being honest and doing good things | | 14 Motivated | A person who is skilled at communicating | | 15 Negotiator | Ability to work by oneself effectively |   **Answer Key**  1. Passionate: An intense emotion or desire for something  2. Communicator: A person who is skilled at communicating  3. Proficient: Skilled at doing or using something  4. Punctual: A person who has the ability to be on time  5. Innovator: To make something better than it was before  6. Decisiveness: Having the ability to make quick decisions  3  7. Delegation: To divide up and assign tasks  8. Leadership: A person who is good at being in charge  9. Initiative: To take on tasks without being told to  10. Flexibility: Ability to change easily in different situations  11. Integrity: Being honest and doing good things  12. Independent: Ability to work by oneself effectively  13. Collaborate: To work with others on a joint project  14. Motivated: A person who feels determined to be successful  15. Negotiator: Ability to talk with others and come to an agreement |