

Academic Task 4 – INTERVIEW - PES318

Objective: To evaluate Students on their **Interview Skills**

What students are required to do?

1. Students will be dressed in formals
2. Each student will be interviewed and evaluated individually
3. Students should be able to justify their answers by using different answering techniques. (STAR/SWOT)
4. Students will carry an interview folder with 2 copies of their Resume. (The resume should be printed in color on Bond paper)

Note:

- CA will be conducted in both Tutorial & Lecture of CA week. Therefore, students are required to be present in their respective classes.

Parameters of Evaluation:

- 1) Analysis and Relevance of content – 10 marks
- 2) Language Proficiency -10 marks
- 3) Grooming, Body language, Etiquette -5 marks
- 4) CV – 5 marks.

Maximum Marks: 30

Guidelines:

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| <ol style="list-style-type: none">1. Every student is supposed to be in proper formal attire.2. Students are required to carry an Interview Folder with 2 copies of their Resume printed on Bond paper.3. Absenteeism on the day of CA will lead to zero marks.4. CA will be conducted in both Lecture and Tutorial classes |
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BEST OF LUCK