Text message(for applicants):-

Dear >>name<<

Greetings!!

This information is a response with respect to your application in regards to join ELESA.

We are happy to inform you that, your interview has been schedule tomorrow/today as per following details.

Time:-

Venue:-

No need to carry any documentational details.

All the best!!

Assessment details(for chief board):-

Make the following table on your assessment page:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Softskills | Regarding ELESA | Resume checking | Reasoning | Remark |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Each column has the maximum limit of 5 marks so give marks out of 5 only. Remarks are not mandatory but if you want you are free to give that.

* Technical:- Ask question accordingly by observing their application form.
* Softskills:- keep a track on individual’s body language, ones gestures, confidence(fluency), proper communication, perspective, eye contact. By your analysis if you want you can make the interview light but keep track on these activities and do give remark accordingly.
* Regarding ELESA:- if a person has attended 3 initial events of ELESA then you can ask small details regarding that and hence assessment can be done on that bases. Small questions of ELESA can be fired at particular details.
* Resume checking:- what ever written in RESUME can be crosschecked by asking the question regarding the information which is written by them so that you can know which is correct.
* Reasoning:- small puzzles, any small riddle, situation can be given to analyse ones reasoning capability.

If any queries and suggestion regarding this you can post on our group.

All the best chief board ..

Be ready with your questions tomorrow.

If required do take it firm as well as light.