



DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING
Guest Lecture on
“CAREER GUIDANCE AND INTERVIEW SKILLS”
on 07.08.2017

REPORT

Venue : Pallava Hall

Time : 11.00 am to 12.30 pm

Participants : IV Year EEE

Resource Person : Mr.G. Lawrence, AP/ Training & Development,

Gnanam School of Business, Sengipatti, Thanjavur.

The department of Electrical and Electronics Engineering has organized a Guest Lecture on *“Career Guidance and Interview Skills”* on 07.08.2017 for final year EEE students. The objective of this guest lecture is to create awareness among the outgoing students on the steps for success in interviews. The Program was started with invocation followed by brief introduction about the resource person. The session started with the key points for preparation to a successful interview and practice. The suggestions given during lecture sessions are as follows:

- i) Self evaluation
- ii) Before the interview
 - a) Research the company
 - b) Practice interviews
 - c) Dress professionally
 - d) Arrive early
- iii) During the interview
 - a) First impressions (only in 30 seconds)
 - b) Smile
 - c) Body Language
 - d) Speak clearly
 - e) Listen before answering
 - f) Give brief answers
 - g) Previous employers
 - h) Be truthful

- i) Know your resume
- j) Keep things at a professional level
- iv) After the interview
 - a) Back in touch
 - b) Get everyone's business card
 - c) Thank the interviewer

After this session guidance has been given for Group Discussion (G.D). i.e. six steps for initiation and seven steps for conclusion in G.D. The students have shown their interest in interacting with the resource person regarding the common interview questions and positive and negative point in G.D. At last, a mock interview has been conducted with the students for better understanding. Refreshing activities (Small games) have also been conducted. The lecture sessions were very informative and highly interactive for our final year students. The necessary materials were issued to the students during lecture sessions. At the end, feedback from the students was collected and the session ended up with vote of thanks delivered by our final year students.



Dignitaries on the dias



Welcome address & Introduction about the Resource Person



Lecture Session



Refreshing activity



Interaction with the resource person



Mock interview



Feedback by the Students