

Government of Karnataka
Department of Collegiate Education
Maharani's Women's Commerce and Management College, Mysore
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POST GRADUATE DEPARTMENT OF STUDIES IN BUSINESS ADMINISTRATION
REPORT OF ONE DAY WORKSHOP ON CV WRITING AND FACING INTERVIEWS FOR
III SEM MBA STUDENTS

Resource Person: Dr. Jagadish, Deputy Manager, HR Division,
TOYOTA Kirloskar, Bidadi, Bangalore.

The business education in India turns out more than three lakh business graduates annually. But, 8 to 10 percent of them are employable. The reason behind their unemployment as alleged by the employment providers is that the graduates lack writing skills and interview skills. Bearing this in mind, a one day workshop was held for the benefit of III Semester MBA Students focusing on the theme of 'CV Writing and Facing Interviews'. The major objectives of this program were:

- to create an awareness in the students about employers' expectations;
- to educate students on building a winning resume; and
- to enable students to learn about facing job interviews;

The resource person of the workshop was the Deputy Manager of HR (Learning and Development) Division, serving at TOYOTA Kirloskar Pvt Ltd, Bidadi, Bangalore. The workshop was presided over by the HOD of MBA Dr. G. H. Mahadevaswamy, who detailed the need for conducting such workshops for students to face challenges in business world.

About 55 students of III Sem MBA were present. The workshop was conducted by the resource person on an activity based mode in addition to lectures and video clippings. The resource person highlighted the various types of resumes currently in vogue in the job market. Each student was enabled to build a CV of her own. Improvements were suggested by the resource person wherever the need was felt. He also appraised the students about the various steps involved in job interviews. Mock interviews were conducted. Each and every student faced the mock interview. The Dos and Don'ts in job interviews were highlighted by the resource person. Group discussions were also held to make students learn about attending GDs. All the students participated actively in all the activities. The feedback obtained from the students revealed that:

- the program was excellent;
- it was useful to them in building their CVs; and
- the students learnt to face job interviews.

Dr R Nalini
Coordinator- IQAC

Prof M Shivanna
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