

MBS002 Interview Facing Skills and Mock Interviews 2 credits

<u>Prerequisites for the course:</u>	Nil	
<u>Objective:</u>	To introduce the basics of writing resumes and preparatory skills required to face interviews	
<u>Content:</u>	Fundamentals of Resume Writing, Writing effective Cover letters and emails to organizations.	4 hours
	Group Discussions – different types, Different types of interviews and basic competencies required in facing interviews.	4 hours
	Preparation required prior to facing an interview – industry and firm analysis. SWOT analysis; Frequently asked questions in interviews	4 hours
	Mock interviews to assess conceptual clarity, domain knowledge, soft skills, and perspectives held, etc.	12 hours
<u>Pedagogy:</u>	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	
<u>Learning Outcomes</u>	An ability to face interviews	
<u>References/Readings</u>	<ol style="list-style-type: none">1. Prasad, Hari Mohan, How to prepare for Group Discussion and Interview, Tata McGraw Hill, Latest Edition2. Patnaik, Priyadarshini, Group Discussion and Interview Skills, Cambridge University Press, Latest Edition	