



## THE TRAINING AND PLACEMENT CELL Loyola College

This document is with reference to Campus Recruitment Process conducted in general. We have briefed about general rounds of interview that happens in a Campus Interview Process. The process are identical to both Physical and Virtual Recruitment Process.

### **Registration Process:**

Registration process is completely virtual. There are many levels of registrations conducted during every recruitment drives for various companies. An initial registration in the [Student Portal](#). Followed by which there will be a registration process happening in google forms to collect relevant details relating to the profiles. Sometimes there might be a third level registration known as Online Application Form (Job Application Form) which has to be duly filled out in the career portal of the Company recruiting.

### **Profile Shortlisting:**

This is a preliminary step conducted in order to filter out suitable applications for the positions available based on various criteria for eligibility. Some of the commonly followed Eligibility Criteria are as below.

- No Standing Arrears during the time of recruitment.
- Above 60% in 10<sup>th</sup>, 12<sup>th</sup> and UG (For PG students, event at PG level).

Setting up of eligibility criteria differs from one company to another.

After shortlisting based on eligibility criteria, profile shortlisting may or may not be done based on resumes submitted. The resumes submitted for evaluation must be appropriate and providing exact information about the student and not anything irrelevant.

### **Online Assessments:**

This is the secondary stage of evaluation conducted in order to test the verbal ability (English Grammar and communication), Quantitative Aptitude (Maths and related), Logical Reasoning.

The Online Assessment pattern differs from one company to another based on the role they hire for.

For example, Companies hiring for Audit, Taxation and Finance related roles, might include an additional section for Microsoft Excel, Accounts based questions. R&D firms might have a section focussing on subject oriented questions.

Companies from Different Sector follows different assessment patterns. Banks and Institutions hiring for the roles of Personal Banker, Relationship Manager, Sales will go for a mandatory behavioural assessment which analyses the behavioural pattern of the student to see if they might handle future clients efficiently.



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### **Group Discussion or Extempore:**

This is the tertiary stage of evaluation conducted in order to identify the communication skills of the students, thinking ability etc. Group Discussions usually happen as a group giving an opportunity to think and speak based on provided on spot topic. Whereas, Extempore is a round where the communication skills will be tested on an individual basis. The students will be provided with a topic and they have to speak for 2-5 minutes on the topic.

### **Case Study Round:**

In the Case Study round, the students will be presented with a live case with abundant information about the background scenario of the case, and will be asked to solve the same and present their solutions in a documented format.

### **Interview Rounds:**

The final stage of campus recruitment process is the Interview Rounds. The interview rounds might be of different types such as Personal Interview, Technical Interviews and HR Interview.

A personal interview will have generic questions related to the student, their resume and profile of the job offered.

A technical interview will comprise of questions from the student's subjects, the job description and other technical know how.

An HR interview is done to identify the suitability of the candidate to the Company. Their attitude, flexibility, skills will be evaluated in this round.

### **Offer:**

Students who successfully pass from all these rounds of interview, will be provisionally selected for offer by the Company. Their final offer status depends on the students successfully graduating from the course with the eligibility criteria maintained. These selected students will be reached out by the Companies selected by nearing to their final semester examination or after for onboarding and documentation process related to the Job.

### **NOTE:**

The above listed Campus Recruitment Process are in general nature. It is completely at the discretion of the company to alter the process of hiring as per their desire.