

**Course Name- Complete guide for campus interviews: Step by step preparation for Internships and Full-time jobs**

**Professor Name- Prof. Vinod Aravindakshan, Prof.Vibin Aravindakshan**

**Department name-Humanities and Social sciences**

**Institute name- IIT Palakkad**

**Week-04**

**Lecture-05**

**Complete review**

Hello everyone. So we are wrapping up our course. So we'll come to a final session to talk about everything we've learned so far. What are some of the biggest takeaways for you from this entire session? We tried to hit on different topics about interview prep, resume prep, networking prep, but let's put it all together and see what are some absolute points we cannot forget as you finish this course. First thing first, we're going to talk about it in the various categories of working on skills, identifying skills. We're going to talk about resume prep, how to choose a sector and company wisely.

We will not spend too much time on networking prep, but we will talk a little bit about interview prep. Firstly, working on skills. Biggest takeaway from the conversation about skills is three big types of skills. Technical, business, people.

Look at the job description, classify the skills. Firstly, highlight the skills, classify them, and ask yourself by doing a skill analysis in terms of asking, okay, where do you stand? That's the skill gap analysis we talked about. And every technical recruiter is going to look for skills. Same with every HR recruiter. They're going to ask you questions based on these skills.

The questions you face in the interview process is also going to be based on skills. How the resumes are shortlisted is also based on skills. So you can see the skills is what defines the entire gamut of the interview process. Applicant tracking systems will also either select you or reject you based on skills and skill matches in terms of is your resume a good fit for the skills as identified in the job description. So if you identify skills, I think there's an 80%, 90% chance that you will go to the next phase.

And the more time you spend in terms of identifying skills and making sure there's no skill gap, the more progress you will make in the interview process. So we talked about this, right? Skill gap analysis, very important. Ideally, a BE, BTEC student should be doing this at the end of the second year or the early third year because it requires around two years for you to actually work on skills. It's not something which is going to happen overnight. It's not something which will happen in six months or even one year, right? You have to work on it well in advance.

If you are a master's student doing your ME or MTech program, ideally or a MS program, you should be right in your first year, as soon as you begin the program, you should be working on skills, all the things we talk about. It requires time to build skill sets. So always come forward with a list of your top target companies. These are things you have to work backwards from. Once you identify your target companies, then you can get into skill identification, skill gap analysis, and so on.

So identify your top sector, identify your top companies, and these things will always help you throughout your life. review your skill every year. So even if you enter the workforce, it's still

good to ask yourself, okay, have I made progress with respect to the map I created last year? What progress have I made? What progress have I not made? What else should I be doing differently? So if you're asking these questions, you will have an absolutely stellar career. Your career will grow leaps and bounds because you're always interested in learning you're interested in skills and that's a very good way to phrase a conversation suppose your manager asks you hey what are you working on if you can pinpoint the skills you're good in and the pinpoint the skills you're not good in and then have a conversation about what the gaps are managers will absolutely love it very few people have this sort of conversations but if you can drive conversations in the right way that will help you in your career so do this throughout your life that's the key learning so we talked a little bit about how to upskill It's not necessarily if you're a college student that you have to do it only by taking class courses. You can do other things.

You can volunteer. You can intern. But remember that when you intern that you're getting paid for doing your job. So if you're making a difference, fantastic. But if you want to learn, nobody's going to pay you for it, right? I mean, you have to contribute and help the other side.

So remember that nobody will pay you without knowing what your skill level is. If you're very good, you will get selected. If you're not good, you will have to prove yourself. There are a lot of courses available on Udemy, Coursera, and so on. So check it up.

Even YouTube has a bunch of free courses. So I would say that you don't need to necessarily pay to gain more skills. There's just so many options available. For a recruiter, they don't care whether you gain skills through an online course, an NPTEL course, whether you did it through a traditional coursework, you pick it up on YouTube. They really don't care.

All they care is can you share your knowledge with them and do you understand the topic, right? That's all they care about. Entrepreneurship, freelancing is a very good way to gain skills. There are websites like Fiverr, F-I-V-E-R-R, and that's a great place where students can simply volunteer and gain skills. And again, if you are doing open source projects, that's again something you can, a place where you can gain skills as a software engineer, if you want to enter that space. So target startups, and sometimes these places could be a good way for you to begin your career.

You can write to CEOs and sometimes ask for great jobs. And you never know what sort of jobs you get. I've had students attend my course and, again, talk to very senior people in industries. And they've had very good success. So we touched on that in networking prep.

Maybe you want to watch that set of videos. Write to leaders. But don't necessarily ask for a job. But sometimes you may also want to tell them that, hey, I have a unique perspective I want to share with you. I want to help solve your problems.

Believe me, a lot of leaders take those sort of notes very seriously. So do research, identify customer pain points and offer solutions. And this should happen before you ask for a job. So sometimes even if you are not part of the campus recruiting process, but you want to network with people, this is the tips, right? You want to actually troubleshoot problems for the customer. And if the customer feels that you are the right person to troubleshoot, they will definitely come forward and employ you, but you have to sell yourself first.

So if you can make like a cover letter, talk about some of the problems you're going to solve and what skills you bring to the table. And if you've done some pre-work, you can customize these notes, talk about specific business problems that you can fix. That'd be absolutely fantastic. Again, we talked about the fact that you could work on Upwork, Freelancer, Fiverr, and get some initial burst of experiences that will help you build skills.

Okay, Resume prep. So we talked a little bit reviewing what you've done so far. We learned to read job descriptions, classify skills, optimize resumes, a bunch of careerbolt.app videos on my YouTube channel. We did a bunch of workshops across IITs. You may want to check it up if you're interested.

Also across other engineering colleges from Chennai and other places. So you may want to check those up. Try to understand always about what the recruiter wants during the interview process. it's always very easy to get in saying that, okay, I have all these fantastic skills I am bringing forward to the table. and then hope that somebody selects you.

But that process will never work. What you want or what you have to offer will never be what the company wants. So that's why this entire approach is of skill gap analysis skills, all about, not about you, it's always about the other side. What is it they want? Remember when a very early slide we talked about where you are the salesman selling yourself to the client who is a recruiter. It's never about what you bring to the table.

It's always about what they want and how you can troubleshoot and solve their problems. So always have that selling perspective. So selling is one of the most important skills you learn in your life. And the more you can begin to sell yourself during an interview search process and a job search process, the better it's going to be. Because every interview, you're only going to get better with time.

a better person writing your resume, you will have more skills to share, more work experience to share, your interviews are also going to be better because as you keep prepping and answering more interviews, yes, you will speak better, you will communicate better. So begin to sell yourself from day one and over maybe hundreds of interviews, hundreds of talking to companies, you will get better and better. So have that selling attitude. That's the number one takeaway from that conversation.

Have online certifications. I think these things help a lot. You don't need to pay for these online certifications. A lot of them are free. A lot of content is available online.

So pick it up. Try to upskill. Try to always think about what is it you can learn, what is it you can contribute. And with that mindset, you will be able to make a very strong impact. We talked about Parag Agarwal in one of our earlier sessions. We talked about the fact that even after becoming the CEO of Twitter, this person was already involved in hackathons, was involved in learning new courses. This person had a PhD from one of the top universities in the world.

But still, you always want to learn, upskill, participate, compete, benchmark. That's the only way you're going to get better in your life. resumes recruiters only looking for they will spend maybe five to seven seconds looking at a resume and what they're looking for is does this person match the skills as expected in the job description and it's elimination round right they will not give it a second shot so They're reading thousands of resumes. Much of it is filtered by

the tracking systems. So whatever is sent to the hiring manager or the recruiter, they've got to look at it and make quick decisions on should I take this forward or not.

So try to impress the recruiter. If you have additional stuff, if you have a lot of stuff written on your resume, Try not have all of the stuff in one single page. Try to move it to LinkedIn. I think that's important. Spend time on optimizing your LinkedIn profile. Make sure that you optimize the URL of your LinkedIn profile.

Make sure that the content is written in the same star format. Use bullet points. Begin with action verb. We talked about how to use action verbs in one of our earlier sessions. So use that and use metrics to talk about the impact you created.

So it does not matter whether it's your resume. It does not matter whether it's LinkedIn. Ultimately, you should be a person who can achieve a lot of results in the workplace. And you have to show proof of it by giving numbers. percentages, talking about cost savings, efficiency improvement, productivity improvement.

You have to put some numbers to talk about yourself. Try not to have a bullet point without metrics. So if you write something, for example, you design software engineering code and do not talk about metrics, then maybe you should not put the bullet point. So make sure there is always a metric to highlight what work you have done.

And this will help you throughout your life. For example, if you do your MBA degree, PhD degree, You'll get very comfortable with using metrics to talk about yourself and that's a skill which is very valued in the workplace, using data to make decisions. Get feedback on your resume. If you're doing interviews, get feedback. So I would strongly recommend that you talk to your friends. Have maybe a mentor, coach, maybe your parents, friends, if you cannot find anyone, but practice.

So ask someone to give you critical feedback on your resume. Ask someone to do your interviews and give you feedback on how you come across in the interview process. The more such feedback you get, you will stand out ultimately. You will get better with time.

So that's something to note. You may not begin great, but Over time, you'll get better, better, better, and then you'll meet whichever expectations the companies have. We talked about choosing a company and sector, right? So we talked about identifying maybe two sectors very early on in your life in terms of what is it you want to focus on and then identify that one favorite sector where you absolutely want to make an impact. So you should be very comfortable with all this data about who are the big companies, who are the competitors, what is the economic landscape, what is changing, what's changing in the global macroeconomic scenario, what's changing in the country level macroeconomic scenario. You should be very comfortable talking about this information.

read newspaper articles, read online media. There's just a lot of stuff on YouTube. There's a lot of stuff available on internet sources. Check up all of these, right? And if there's a quarterly reports, check it up.

Annual reports, check it up. And this is my personal tip. Most people, even during an MBA program, rarely read quarterly reports and annual reports. And the thing about annual reports is that even with the quarterly reports, yes, there is some technical stuff in there, a lot of financial

statements and so on. But ultimately, there's a lot of content. I would say 70% of the content is very easily readable.

Anyone can go in and read about the company. And every company is obligated to discuss the critical things happening in the company with the wider audience. So they put everything in very simple language, which anyone can read. And most people don't read, right? Only stock analysts read that. But I would say the more you get comfortable reading the annual reports, you get a good sense of what's happening in the company. So in a way, if you keep doing these things, you become an expert in the sector.

And ultimately companies want experts, right? Like we talked about the fact that some of the jobs are getting to be very deep domain focused. And that's the long rectangle, right, which is vertically elongated, which means that you have to be a domain expert. And that's your target when you're doing an undergrad program, MS program, or your MBA program.

Be the domain expert. Look at job descriptions. Again, I repeated this infinite times, but again, customize your resume and interviews based on job descriptions. We talked about compensation. Compensation is an important level. Don't get me wrong. It's important, but sometimes it can mask other issues within the company.

So be aware that there's one among multiple criteria to use when selecting a company. So identify what is your long-term strategy. Don't get into a situation where you allow your first job to dictate what you're going to do throughout your life. You don't want to be in a situation where you get branded for life.

So think about what do you want from your first job. And sometimes it's very possible that the companies which give slightly lower compensation may have better benefits. For example, you could have better promotion opportunities. You may have a better work-life balance.

You may have better travel opportunities. A lot of perks may exist. even though the compensation is slightly lower. So really, that information is almost impossible to find. You have to talk to people, insiders from the company, and get a feel of what the benefits are. But do that homework.

Understand that compensation is one part of a large conversation. So in HR, we say that look at it as part of the total compensation package, where total compensation package means compensation, benefits, perks, all of them put together. That's really how you need to evaluate a company, not just based on one metric. High compensation problems. You're pretty much always online.

You're always going to be getting work done for the company 24-7. So there's going to be little work-life balance. The year-end appraisals can be brutal. And the working culture may also not be great. So these are things to watch out for. If you prefer work-life balance, then maybe this is not a great place to be in.

Again, as compensation increases, the higher your chance of getting laid off because if you want to cut labor costs, you always target the places with the highest compensation first, the lower compensation later. So if you are compensated highly, the chance of layoff is also great. So for example, if the economic climate is fantastic and there's a boom time happening, then maybe the chances of layoff is not great. high so there it's okay to choose companies with high

compensation and spend a couple of years working there but in a time when there's there's a lot of layoffs you're sure that something is going to like that is going to happen in your company you could ask yourself do i want to be working in a company where the threat of layoffs is very high and i'm getting compensated a lot I think this idea that you want to retire in your 30s and 40s and then do nothing in your life doesn't make sense. I think it could have made sense 30 years back, 40 years back, but not any longer.

I think everybody are living longer and you need to be productive throughout your life. So choose careers where there's a long play involved. You're going to be around for a long time and many companies will want you decades later, right? You don't want to be in a situation where you just burn bright and then stop very quickly. You want to burn consistently for a very, very long period of time.

So that's really the approach you've got to be having. Interview prep. So again, we talked about job descriptions, classifying skills. But most importantly, there is a framework to answer questions, which is the STAR framework, which is about situation, task, actions, and results. You always want to present your answers in a way where it makes you look as good as possible. So whenever you share stories, you really need to rehearse these stories in advance. What sort of story are you going to share? It's always going to be a personal anecdote where you got to talk about what are some of the things you've done.

That is that situation before you took up the job in terms of how the scenario was broken or not fixed before you joined. Tasks are the actions or expectations from your manager. Actions are the results you did in terms of how did you make an impact, right? And what are the things you did? This is something which everyone touches on. And then finally the results, which is again, we talked about all the efficiency metrics, the productivity metrics, cost saving metrics, to talk about how you made a change to the workplace. Never give an example without closing with analytics and talking about results, because just like a resume, an interview example will have to end with results.

It looked impressive if you're able to say that you made an impact to the workplace. So there's a bunch of videos I put up on my YouTube channel. So again, do check them up. We have done a couple of sessions across IITs, multiple IITs.

You may want to check that up. Practice with your family, with friends. Nobody's a born interviewer. Keep talking to interviewers. Even if you flunk 100 interviews, you still gain from the experience of 100 interviews.

So don't look at it as a loss. Look at it as something you gain. Keep practicing. Suppose you get a job in your first attempt. You will then not go through the 100 interviews. If you do not go through the 100 interviews, you will not try to learn and improve yourself. So I would say that practice.

Sometimes failure is a hidden way for you to keep practicing. It's a hidden message to keep practicing and approach it from that point of view. Glassdoor, Team Blind, these are great places where you can find information about what a company's questions and then what you want to do is list down all the questions. It could be hundreds of questions.

List it all together. Group them under the right categories. Try to create answers for each one of these questions. Maintain a cheat sheet if possible.

You want to write all this down on paper. Rehearse the answers. Write down your answers. What is it you want to tell the recruiter for that specific question? rehearse the answers, and then go through it repeatedly. You want to get better and better in terms of what answers you're going to give. And when you face a question, you should never be surprised. You should know the answers in advance. I would say that if you do this homework, we shared approximately 30 questions in one of our sessions with Vibin, where you read all the 30 questions, you prepare in advance.

And I'm telling you, 90% to 95% of interview questions, especially the star questions, will come from that list of questions. You'll never be surprised that way. Even the most tricky, uncomfortable questions, you'll be ready with an answer. And we also talked about the fact that if you, in spite of your preparation, if you still get a very tough question you're not able to answer, we talked about how you're going to face it, right? We talked about the fact that take a good shot, try to answer a slightly different question, talk about things you know, ask a lot of questions, and try to engage the interviewer into a conversation, talk about the broad methodology, talk about the metrics without getting into the fine details of the answer, talk about the approach, talk about frameworks to use. All these are great ways to answer the question, but you can still be in a scenario where you do not know the answer.

You have absolutely no way how to proceed. Then try to deflect the question. Say you move on or you come back to it later. That is a good way to proceed. So identifying technical business questions is important because the technical questions is something which you will have to, as an example, if you're doing campus interviews, you learn that in the classroom, right? There's no getting around it.

So it's like you either know it or do not know it. It's not something you pick up over time. So identify those technical questions and do prep for it because most companies cannot give you leeway when it comes to technical questions. If you don't answer technical questions, you're out. On the other hand, when it comes to say the business questions and people questions, there's a little bit of freedom. So even if you make some mistakes, if you're not a perfect fit, it's okay. On an average, looking at technical business and people questions, they want maybe a 70% match because in most companies, you can enter the workplace and still work on gathering skills with a lot of learning and development programs from within the company.

So you don't need to know every single thing before you enter a company. gap which is okay even if you don't have those gaps is okay don't have the knowledge it's fine but when it comes to technical skills companies are reluctant to hire people who do not have those skills so make sure that there is no gap with respect to technical skills research companies for multiple days minimum right i would say a couple of months but even if not a couple of months at least a couple of days read the annual reports Think about questions you're going to ask the interviewer at the end of the process. They'll ask you questions like, hey, do you have anything for us? Do you have any questions for us? Don't miss that opportunity. Rehearse, especially if you know the names of the recruiters that are coming to campus. Talk to them during the presentations you do with them, like when they're doing the campus presentations about the company.

Attend those conversations. Ask a lot of probing questions, leading questions. Be enthusiastic. It's OK to be overenthusiastic because companies love it. The worst thing is for you to be silent in a presentation and ask no questions. That's not okay. When the interviews happen, then they'll remember that this was the same person asking questions during the presentation and

that will help you during the interview process. Likewise, if you know about the interviewer who's coming to interview you, check if you have a connection, if they have some presence in social media, if they put up some good videos, if they've written some good articles, you want to check all this up.

So when I did my interview with General Mills, I was talking to a vice president. And this person had a very good social media presence and had written a lot of very good articles about the company. I read these articles and I mentioned this during the interview process that I've read your articles, I've seen your YouTube videos and I talked about what I learned from it. She was absolutely impressed when she heard me say that. She was like, nobody has ever told me these things in interview process that they've watched my videos and read my articles.

So I'm really impressed by the amount of effort you put in. So that's the way I ended up getting a job at General Mills. So I'm just saying that these things matter. So if the interviewers have a presence, if they've written something they care about, try to learn from that as much as possible. Annual reports cover lots of information, not just about operations, but also about finance, business strategy, competitor analysis.

Instead of you doing the research, sometimes annual reports will give you all the information you require. So do check up the quarterly and annual reports. And I would say, send thank you notes to recruiters once you finish the process.

They absolutely love it. Very few people do it. I'd say 90% of people do not do it. So sending thank you notes is important. And sometimes also send them reminders after you don't hear from them for a couple of weeks. Ask them, hey, what's happening? I would love to work with your company.

Do you have any questions for me and all that? Those things are seen very positively. OK, folks. So if you want to get in touch with us, this is my LinkedIn profile. Vinod and myself and Vibin is available on LinkedIn.

So reach out to us. Get connected with us. We publish a lot of newsletters on our channel. So for example, my LinkedIn profile has a newsletter linked to it. So you may want to check it up. we also have a bunch of stuff put up all this information is put up on careerbolt.app you may want to check out the website we also have whatsapp and facebook group community join them be in touch with the larger community ask us questions anytime and be in touch with the community because i think it's a career is a long-term process and a journey which lasts for decades right so we basically want you to be in touch with us anytime in your professional life ask us questions we're around to answer questions Cheers, everyone.

So we finally come to the end of this course. I had a real fun time talking to everyone, and so did Vibin. So hoping that all of you learn from this, work on all these tips, and build your careers the right way. And I assure you that this course is one of the most useful courses you have taken. And your career is going to go great guns after this course. Cheers, everyone. Bye.