



UKA TARSADIA
u n i v e r s i t y

Interview Etiquette

Date: 09/07/2024

Trainer: Ms. Krupa Patel
Asst. Professor, SRIMCA-MBA
Uka Tarsadia University.

Number of Students Benefited: 14

Seminar Report on Interview Etiquette for the Department of EC & ICT, Uka Tarsadia University

The seminar on the “Interview Etiquette” placement training program was conducted for the students of the Department of Electronics and Communication Engineering & Information and Communication Technology, CGPIT at Uka Tarsadia University on 09/07/2024.

The primary objective of the seminar is to equip students from the Department of Electronics and Communication (EC) & Information and Communication Technology (ICT) at Uka Tarsadia University with essential knowledge and practical skills for facing interview with etiquette in their future placement drive. This seminar aims to enhance their employability by providing them knowledge about interview etiquette with providing practical explanation with fun activities.

Interview etiquette refers to the customary code of polite behavior and effective communication during a job interview. Proper etiquette can significantly influence the outcome of an interview, showcasing the candidate’s professionalism, respect, and suitability for the position.

Seminar: Interview Etiquette

This interactive seminar covered:

Preparation: Research the company, Personal presentation, Materials to bring.

During the interview: Arrival, Communication skills, Professionalism, Questions to ask

Post-Interview Etiquette: Follow-Up, Reflect and Improve

Outcomes

By the end of the seminar, students were able to:

1. Enhanced Understanding of Professional Behavior
2. Improved Communication Skills
3. Increased Confidence
4. Better Preparation Techniques
5. Understanding the Importance of Follow-Up
6. Professional Networking Skills

- 7. Practical Application
- 8. Long-Term Career Benefits

Glimpses of the sessions





Conclusion:

The seminar on interview etiquette aims to equip participants with the skills and knowledge needed to navigate the interview process successfully.