



Plot No. 2, Knowledge Park-III, Greater Noida (U.P.) – 201306

POST GRADUATE DIPLOMA IN MANAGEMENT (2018-20)
MID TERM EXAMINATIONS (TERM -III)

Subject Name : **Resume Writing & Art of Converting SIP into PPO**

Time: **01.30 hrs**

Sub. Code : **PG 23**

Max Marks: **20**

Note:

- 1. Writing anything except Roll Number on question paper will be deemed as an act of indulging in unfair means and action shall be taken as per rules.**
- 2. All questions are compulsory in Section A, B & C. Section A carries 1 Case Study of 8 marks. Section B carries 3 questions of 2 marks each and Section C carries 2 questions of 3 marks each.**

SECTION - A

04+04 = 08 Marks

Q. 1: Case Study: **Anand Interview**

Anand arrives 15 minutes late for an interview, dressed shabbily. He exhales some smoke and throws the last of the cigarette into a nearby wastebasket just as he enters the rooms where interview will take place.

Interviewer: Are you Anand?

Anand: Yeah. Sorry I'm late.

(Interviewer stands to shake hands as Anand slouches into his chair, reaches up, and gives a limp handshake without looking at interviewer)

Anand: So- let's start. I forgot the name of the company

Interviewer: ABC. I am Rakesh Menon, a director of marketing.

Anand: Oh. Okay. And you guys make?

Interviewer: Computers

Anand: Oh...Right

(Interviewer sits and there is a brief silence, Anand waits for a question)

Interviewer: Well, why don't we begin?

Anand: Yeah ..Please

Interviewer: Tell me about yourself.

(Anand frowns and appears confused)

Anand: It is mentioned in my Resume...isn't It?

(Interviewer nods and holds up the resume)

Interviewer: What are you looking for in a position at ABC?

Anand: I'm looking for a position that pays me enough money to support my lifestyle. I'm hard worker, so it'll be easy for me to earn the money I need.

Interviewer: I see. We all have weaknesses. Could you describe one of yours?

Anand: I don't think that I have that many. Though I suppose I do have one character flaw. I get annoyed with my co-workers when they whine about everything.

(Anand looks at his watch)

Interviewer: We are interviewing many candidates today. Decisions about job offers are made at a later date. Do you have any questions for me?

Anand: No

Questions

1(a) Critically analyze and comment on the Anand's body language and actions? (4)

1(b) Explain what was wrong in Anand's answers and behavior as described in the case? (4)

SECTION - B

02×03 = 06 Marks

Q. 2: It is said that for converting an interview into an employment opportunity you have to do only one thing- prepare, prepare and prepare. What should you prepare before the interview?

Q. 3: Discuss the idea generation techniques used in Group Discussion. Apply one technique on the topic "A corrupt but efficient politician is better than a truthful and inefficient one."

Q. 4: Discuss the skills assessed in the Group Discussion.

SECTION - C

03×02 = 06 Marks

Q. 5. "Building a network of contacts to help one find jobs appear to be selfish. It involves acquiring friendships just to use them for one's personal benefit." Discuss this view. Discuss ways of creating personal brand through LinkedIn?

Q. 6. A Consumer Durable firm is looking for a Sales Intern, who would be responsible for doing cold calling, generating sales and designing presentations for clients. Applicant should have a strong computer skills and analytical skills. Applicant with strong communication skill will have an edge. Design a cover letter for this position.