



REPORT 10

DEVI AHILYA VISHWAVIDYALAYA, INDORE

DEPARTMENT OF LIFELONG LEARNING

SESSION -2021-22

Dr. Bharti Joshi

Head

WEBINAR

INTERVIEW BASICS AND PROCESS

Date	Time	Platform	No. of. participants	Convener
23 October 2021	12 to 1:30	Online (google meet)	48 students	Ms. Shilpi Shrivastav

**DEVI AHILYA UNIVERSITY , INDORE**
DEPARTMENT OF LIFELONG LEARNING

**Dr. Ashok Sharma**
Rector
DAVV, Indore

**Dr. Renu Jain**
Hon'ble Vice Chancellor
DAVV, Indore

**Dr. Anil Sharma**
Registrar
DAVV, Indore

WEBINAR
ON
INTERVIEW BASICS & PROCESS

GUEST

Saturday, 23- Oct- 2021
Time : 12 :00- 1:30 pm

**Mrs. Archita Bhanagay Sahu**
Behavioral Skills and Corporate Trainer

Online platform
goolgemeet link: <https://meet.google.com/vod-zkhn-ovt>

Registration link :
<https://surveyheart.com/form/6170dd35e1ee360face987b8>

**MS. SHILPI SHRIVASTAVA**
FACULTY, DOLL, DAVV

**DR. BHARTI JOSHI**
HOD, DOLL, DAVV

Department of lifelong learning, Devi Ahilya Vishwavidyalaya (DAVV), Indore has organized one day open Webinar on “INTERVIEW BASICS & SKILLS” on October 23, 2021 on Google Meet platform from 12.00 PM to 1.30 PM. More than 48 participated via Google Meet. The whole Program was held under the guidance of Dr. Bharti Joshi, Head of the Department, Lifelong Learning, DAVV, Indore.

The objectives of this Webinar were:

- 1) To make students aware of Interview basics and skills needed for any job
- 2) Helped in Resume Making.
- 3) To develop a better understanding about body language, attire and generally asked questions.

The program started with the welcome speech by Webinar coordinator Ms. Shilpi Shrivastava. She introduced Mrs. Archita Bhangay Sahu, Corporate Trainer to the attendees. Mrs. Sahu described about the importance of topic and its benefits for students.

The program was initiated by Shilpi Shrivastava. She explained the purpose of conducting the session. She motivated students to attend the session and develop the understanding about the topic, so that it can be beneficial for the students and they can get proper assistance.


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Interview Skills

- Archita Bhanagay Sahu

Let Us Simplify the Preparation

- ▶ Before Interview
 - ▶ During Interview
 - ▶ After Interview
- 

She shared a motivational video on “ WHAT IF I” After the basic necessary required information given about interview process, she moved no to Resume making part, where she offered students a very analysis of Resume, who interacted during the session freely and answered her questions. She explained the difference between Resume and CV.

Resume/C.V

- ▶ The Basic Difference
- ▶ The Format Myths
- ▶ I know a fresher who wrote an objective in his resume

“Aspiring for a career that places me in a challenging position within a fast-paced and learning-oriented environment for developing my hard skills and interpersonal skills and work with the dynamic skills that I have to demonstrate high productivity and be a role model for other employees in the organisation



The purpose of sharing this presentations was to give a proper information and idea to the students about the Interview and required related skills, so that students, can work on their weaker points. Then slide was shared about the required soft skills and appropriate body language during the interview, which she explained very nicely through the slide based on Alphabetical format.

During Interview: ABCDE

- ▶ Appearance
- ▶ Behavior
- ▶ Communication
- ▶ Digital Presence
- ▶ Etiquette



Lastly Mrs. Sahu explained the post interview process with some examples and given some tips for the waiting time and further processes.

After Interview

- ▶ Address the reception staff
- ▶ Body Language
- ▶ Thank you note/email



One more motivational video named “212 DEGREE “shared by her to make students aware about the potential and qualities a candidate must have for sensible and successful move in the career.

After the session, student’s quires were answered by Mrs. Sahu.

The session wind up in one and half hour and went very well as expected from this session.

Vote of thanks given by Activity Coordinator faculty Shilpi Shrivastava to guest speaker and to all the participants.

IMPORTANT LIKS FOR SESSION

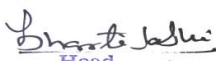
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HEREARESOMEGLIMPSESOFEVENT


Head
Dept. of Lifelong Learning
D.A.V.V., Indore