



ADMINISTRATIVE MANAGEMENT COLLEGE
18th KM, Bannerghatta Road, Bangalore - 560083

CAMPUS RECRUITMENT TRAINING PROGRAMME

Course Duration: 35 hours

About the course

Campus Recruitment training (CRT) is designed to aid candidates in their preparation for recruitment through campuses or outside campuses (on campus or off campus). Students in their final year of post graduation looking for placement in reputed organizations can make use of this training to get trained to deliver their best in the selection processes of organizations.

Course Objective

The major objective of CRT is to identify the talented and qualified professionals before they complete their education. This process reduces the time for an industry to pick the candidates according to their need. Many students do not understand the importance of placement training that is being imparted, whether it is aptitude training or soft skills. It is the responsibility of colleges to train the students on all aspects of career development and help them in getting placed in their dream companies.

- Unique short cut techniques for mathematics to improve speed and accuracy
- Improve logical thinking to solve various questions and puzzles in Reasoning.
- Mock Group Discussion sessions
- Resume making and information Sessions
- Approach oriented Training
- Interactive Methodology
- Grooming Body Language, Soft Skills, Attitude etc.

Students will be trained thoroughly in the following areas.

- Aptitude Tests
- Resume writing
- Group Discussion Process
- Interview Process

Course Outcome

- Understand organizational procedures and policies as related to how the employers process for campus recruitment and employer preferences

- Use self-assessments to identify strengths, weaknesses, transferable skills, and prime marketable characteristics.
- Organize and write an effective cover letter and Resume.
- Exercise judgment and logical decision making in selecting from alternative techniques for Group Discussion & Interview.

Eligibility criteria

- Only Final year MBA students are eligible.

Content Outline

1: Placement Aptitude:

Quantitative Ability, Data Interpretation, Logical Reasoning, Verbal Ability, Reading Comprehension.

2: Build Resume for Your First Job:

Resume is an early step in the filtration process and is used to screen applicants. Resume is a marketing brochure which highlights details like academics, personal, achievements, interests and other relevant information.

3: Group Discussion Tips for Placement:

At the group discussion a host of skills such as communication, interpersonal, leadership, team building, problem solving, conceptualizing, out-of-the-box & lateral thinking etc., are assessed and analyzed.

4: Personal Interview:

The interview is the final step of hiring the candidate. Here candidate and the employer get an opportunity to meet one another, exchange information and come to tentative conclusions about “hiring” one another. This process ensures that students are trained and well prepared to face the interview board.