



## Career Guidance Portal: Product Information

### Contents Overview

The Career Guidance Content provided is broadly divided into four subjects

1. Career Guide
2. Resume Guide
3. Interview Guide
4. Students Home Page

### Career Guide Section

This section is meant to help students plan their careers. It gives students the big picture on where they are, helps them discover where they want to get and how to get there and navigate through potential pitfalls

It includes articles that help students introspect and identify what are their true motivations, how to review their plans and create a long terms vision for their career. Besides this it also helps students discover their strengths and weaknesses and identify opportunities or threats to their careers based on these.

Articles provided here also give insights to manage career changes and job hunting.

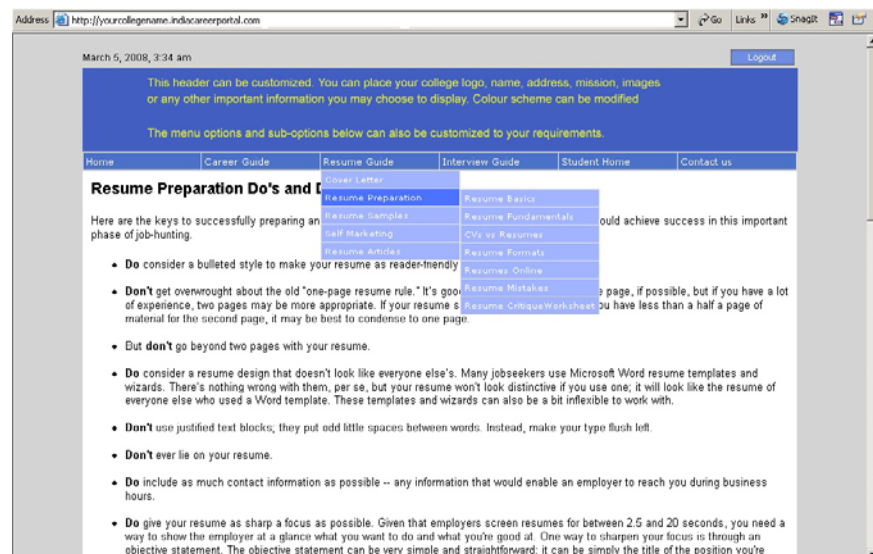


### Resume Guide Section

The purpose of this section is to help students market and position themselves for job openings in an optimal manner. Articles in this section help students align themselves and their goals strategically to the employers needs.

The section provides coaching on preparation of cover letters and resumes with several examples to refer to for both.

Information provided includes do's and don'ts and self marketing tips.



## Interview Guide Section

This section is critical for students to convert their plans and preparations into reality. The information provided here helps students gain knowledge and polish their skills for real world situations they are likely to face while looking for opportunities.

Skills and tips on interview types; interview fundamentals, sticky situations, damage control and follow through provide an insight that sets the student apart from most other candidates.

There is also a databank of the type of questions one can expect and the intention of the interviewer behind them.

This can help students prepare better and think through answers prior to the interview as well.



## Students Home Page

Students are allowed access to above mentioned career guidance content only after they register themselves on the portal.

Students who choose to upload their resumes on the portal will also gain the benefit of receiving job offers from potential employers.

Students can actually view how many times their resumes has been viewed by employers and also manage their job related documents and storage on the career portal. Registering alone is not sufficient for students to receive job offers it is hence recommended that each student actually upload their resumes online so employers can view their qualifications.



## Special Features

Career Counselors:	Online Quizzes & Tests:	National Level Job Vacancies Database:	Indian Company Directory:
Students can send queries regarding their career planning, resumes and interviews to the India Career Portal team by sending an email from the contact us page. Our career counselors and subject matter experts will be pleased to provide you feedback, guidance and answers	Students can do self-analysis, strengths identification and also skill improvements by using these tests and quizzes. The skill improvement tests and quizzes focus on interview skills, resume writing skills, cover letter writing skills etc. There will be no limit on the number of attempts students can make. Each attempt will have dynamically changing questions.	Job advertisements appearing in all major online job boards and print publications are aggregated and made available to students on the career portal. This will help students find the right opportunity for themselves by offering a single window to search all potential opportunities. Job advertisements will remain in the database for several months after they originally appeared in the publication, giving students the chance to look at earlier openings	Students can access to a database on Indian companies that are classified by Industry segments and with address details so that they may search the company that suits their education qualifications, address and industry where they wish to build a career.