UNIVERSITY OF MORATUWA

Are you Ready?
CAREERS DAY - 2004
Saturday, 20th March 2004

Organized by
The Career Guidance Unit of the University of Moratuwa
and
The University – Industry Interaction Cell
in collaboration with
The Rotaract Club of the University of Moratuwa
Executive Summary

"Are You Ready" is the official careers programme of the University of Moratuwa. This year the Careers Day will be held on Saturday, 20th March 2004.

The programme is focused on the graduating students. Interview panels from the industry are expected to hold mock/real interviews and provide a feedback to the students on their performance at the interview. If recruitment is not a company objective, this event would still provide a good opportunity for the undergraduate to gain exposure to a real interview environment and prepare for the future.

For the participating companies, the programme provides a good opportunity to experience first hand the skills and the potential of the graduating batch from University of Moratuwa.

The Need

Due to the lack of exposure of Undergraduates to the real world of work, it has been observed that capable and skilled graduates are not absorbed into appropriate positions in the industry, which could exploit their true potential. Many prospective employers on the other hand still do not have sufficient information on the undergraduate profiles and the spectrum of undergraduates (of different specializations) produced by the University of Moratuwa.

Overcoming this situation is a national need as well as an immediate need for the students and the corporate sector

Objectives

1. Providing the opportunity for Corporate Sector (and the establishments of the state sector) to identify and recruit students, who will be graduating shortly.

2. Developing skills of university undergraduates in grooming themselves to market their abilities and talents to industry and to face interviews with confidence.

3. Strengthening the relationship between the university, the corporate/state sector and the undergraduates.
**Target Group**

The target group would be students awaiting graduation shortly and would consist of 400+ undergraduates from the fields of:

**Faculty of Engineering**

- Chemical and Process Engineering
- Civil Engineering
- Computer Science & Engineering
- Earth Resources Engineering
- Electrical Engineering
- Electronic & Telecommunications Engineering
- Materials Engineering
- Mechanical Engineering
- Textile & Clothing Technology

**Faculty of Architecture**

- Architecture
- Building Economics

A fair proportion of these graduates would be possessing additional qualifications of a professional nature such as:

- Chartered Institute if Management Accountants (CIMA)
- Chartered Institute of Marketing (CIM)
- Australian Computer Society (ACS)
- British Computer Society (BCS)
- Bachelor of Information Technology (BIT)
- B.Sc. in Business Administration (BBA)

**Project Details**

**Are You Ready” Pre-Session** – Wednesday, 10th March 2004

This is a Grooming Session consisting of a Guest Lecture programme for the graduating batch of students on topics such as,

- “How to prepare an effective CV”
- “How to face an interview with confidence”
- “Interview Etiquette”

The Pre-Session will set the stage for the main event.
“Are You Ready” Careers Day – Saturday, 20th March 2004

Interview sessions

- Invite interview panels from the industry
- Provide a real interview environment
- Provide students feedback on their performance at the interview
- Open forum
  Feedback session, where the panelists and the University authorities constructively evaluate the participants’ performance and recommend areas for improvement.

The organizers will publish a brief CV of each undergraduate student registered for the programme on www.areyouready.mrt.ac.lk to be pre-assessed by participating companies. The companies could select candidates they would like to interview, if they so wish.

What is expected from the Organizations

The University invites the companies to provide one or more interview panels to conduct interviews (real or mock) for the students.

i) Each panel should consist of at least three panelists who will conduct a state-of-the-art interview to the participants. Each panel would interview around 10 students in the pre-lunch session.

A panel will interview each participant for at least 15 minutes in order to assess the participant’s competence in aspects such as:

- Academic knowledge
- Communication abilities
- Management skills
- Leadership
- Self confidence and motivation
- Extra-curricular profile

After each interview, the panel will record in detail the performance of the participant and forward their views on a standard form.

These observations will form the basis of the Panel Discussion at the Feedback Session

The constitution of the panel shall preferably be from different areas of expertise at senior/mid management level, and representative of a standard interview panel of the organization.

ii) The same panel will continue with interviews in the post-lunch session which may be less formal and sufficiently flexible to accommodate a larger number and broader cross section of students interested in that company.

(The companies have the option of selecting students for their interview sessions by opting for preferred candidates to be interviewed through www.areyouready.mrt.ac.lk)
Programme in Brief

07.30 a.m.  Registration of students  
08.00 a.m.  Registration of company officials  
08.30 a.m.  Opening Ceremony  
09.45 a.m.  Mock/Real Interview Sessions  
12.15 a.m.  Feedback Session  
01.00 p.m.  Lunch  
02.00 p.m.  Interviews continued  
05.00 p.m.  End of Programme

Project Officials

1 Dr. Rohan Tittagala  
   Director, Career Guidance  
   University of Moratuwa  
   rohan@mech.mrt.ac.lk

2 Ms. Surani Dias  
   Director, University – Industry Interaction Cell  
   University of Moratuwa  
   surani@mrt.ac.lk

3 Rtr. Sajeewa Rajapakshe  
   *Are You Ready* Project Chairperson  
   Rotaract Club of University of Moratuwa  
   Tel: 077-6028414  
   Sajeex@hotmail.com

4 Rtr. Rajanandhini Balachandran  
   President – Rotaract Club of University of Moratuwa  
   Tel: 071-2717639 / 588807  
   the_bees@eureka.lk

Contact Details

**Project Office:**  
Fax / Phone: 2650301 (Ext. 1115)  
2650441 ( - do- )  
E Mail: rur_2004@yahoo.com  
Alternative Fax: 2650622 (University Postal Service)