

Q.P. Code :08ECGG01 Sub. Code: GS 41

## **Career Preparation and Talent Management**

### **UNIT 1**

Skill set requirement for Entry level careers in various service sectors like IT, ITES, Private Education, Banking, Insurance, Logistics, Health services

### **UNIT 2**

Career preparation : Assessing relevant education and skills, Self awareness and Personality types, CV Preparation, Preparing for interviews

### **UNIT 3**

Aptitude assessment : Analytical, Mental, English and Domain knowledge

### **UNIT 4**

Talent management: Meaning and process, Source and pre-adjustment, Talent acquisition strategy, key performance indicators

### **UNIT 5**

Career development task : Personal values and goals, understanding world of work, Career alternatives

### **Reference :**

1. B.R.Kishore, Success in Interviews, New Light Publishers, New Delhi.
2. SubashJagota, Succeeding in Interviews, 2001, Anurang Jain for Excel Books, New Delhi
3. JayantNeogy, Sure success in Interviews, 2005, Unicorn Books Pvt. Ltd., New Delhi
4. Lance A.Berger and Dorothy R.Berger, 2004, The Talent Mangement Handbook, Tata McGraw-Hill Publishing Company Limited, New Delhi