



Industria

Candidate Handbook

Understand, Evaluate, Improve.

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Introduction

Industria Intro.

Founding

Industria is an Education Company founded in 2024 in Pune with the aim of helping individuals educate themselves to increase their employability and awareness of industries. Industria currently produces 'Indian Industry Specific Online Courses' and hosts a 'Hiring & Selection Simulation'

Indian Industry Specific Courses

Industria produces courses to help learners understand the functioning of the department of their interest in the industry of their interest within India, due to the fact that each industry functions differently in different countries.

Hiring & Selection Simulation

Industria hosts a Hiring & Selection Simulation to help learners understand the hiring process at an early age. This simulation helps students become aware of their strengths and weaknesses, with personalized and actionable inputs to strategize for the real world hiring process.

More on this on the next page...



The individuals in this image are not Industria employees

Hiring & Selection Simulation.

Introduction

Industria's Hiring & Selection Simulation is a rigorous process of testing and assessing students according to parameters required by an industry ready candidate. The simulation is conducted completely online to assure accessibility to students across the country

Processes Involved

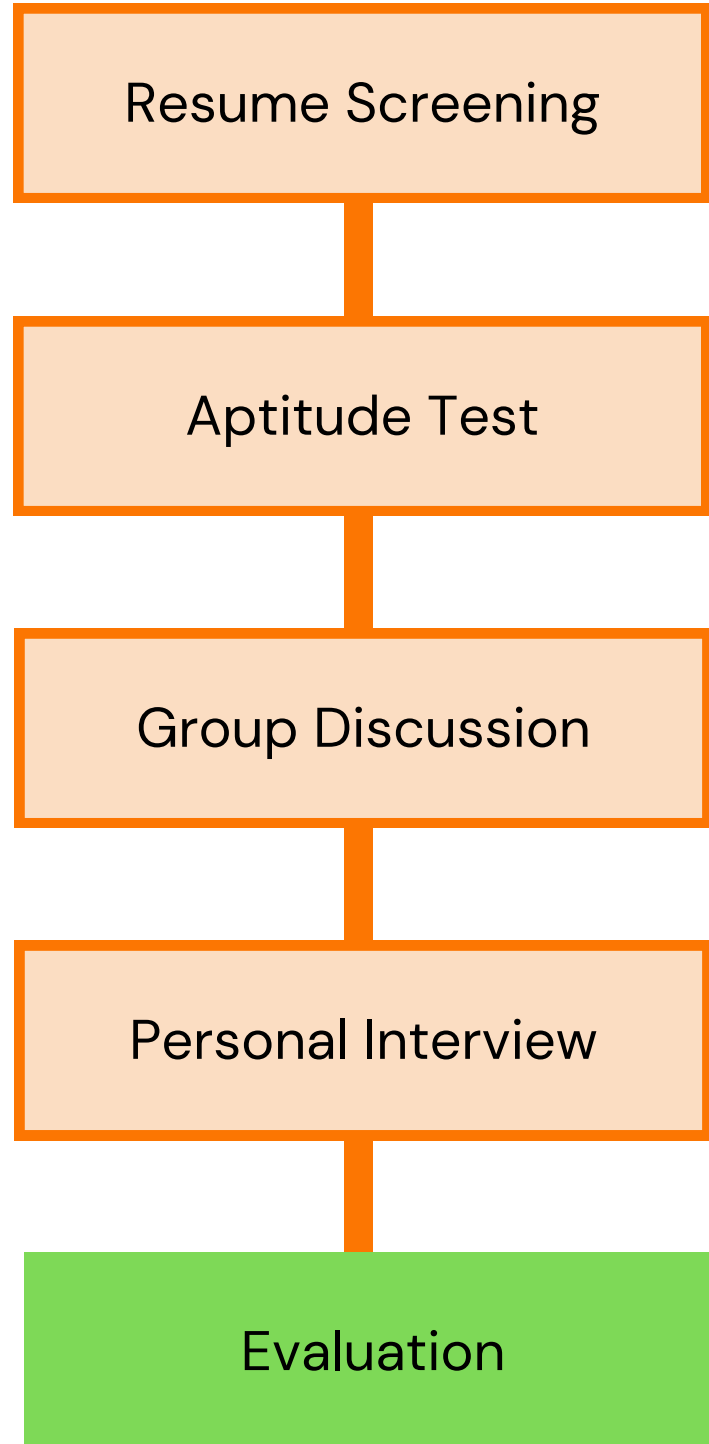
While different companies sometimes adopt different processes, there are a few standard processes that most companies follow i.e. 1. Resume Screening, 2. Aptitude Test, 3. Group Discussion, 4. Personal Interview. Industria involves all of these procedures in the most realistic way possible given the abilities of the students.

Rewards

On completion of all the processes involved in the simulation a candidate receives a certificate of completion which may be shared to friends and family, added to their resume or shared online. The candidate also receives an employee appraisal scorecard that displays the key statistics of the candidate's performance during the simulation.



Simulation Flow.



Candidate skill levels.

Through each process of the simulation, the candidate will be assessed for various parameters which will then be classified into any one of the following levels

Industry Ready

85% – 100%

Candidates falling under this level are considered ready to appear for a real hiring process with minimal improvement.

Intermediate

60% – 84%

Candidates falling under this level require development but once developed they will prove to be good candidates.

Beginner

0% – 59%

Candidates at this level need significant development, and their future performance in a real hiring process is currently unpredictable.



Resume Screening

Improvement Recommendations.

Educational Background

A candidate in the Amateur or Intermediate level for educational background may consider pursuing further education in a reputable institution while maintaining a high CGPA.

Work Experience

A candidate in the Amateur or Intermediate level for work experience may consider doing an internship, volunteer work or a part-time/full-time job in an area relevant to their department.

Skills

A candidate in the Amateur or Intermediate level for skills may consider conducting research on the desirable skills for a candidate from their department, then participate in activities to build those skills.

Extracurricular Activities

A candidate in the Amateur or Intermediate level for extracurricular activities may consider participating in more extracurricular activities that can be relevant to their department or help them develop new skills which can be useful to them.

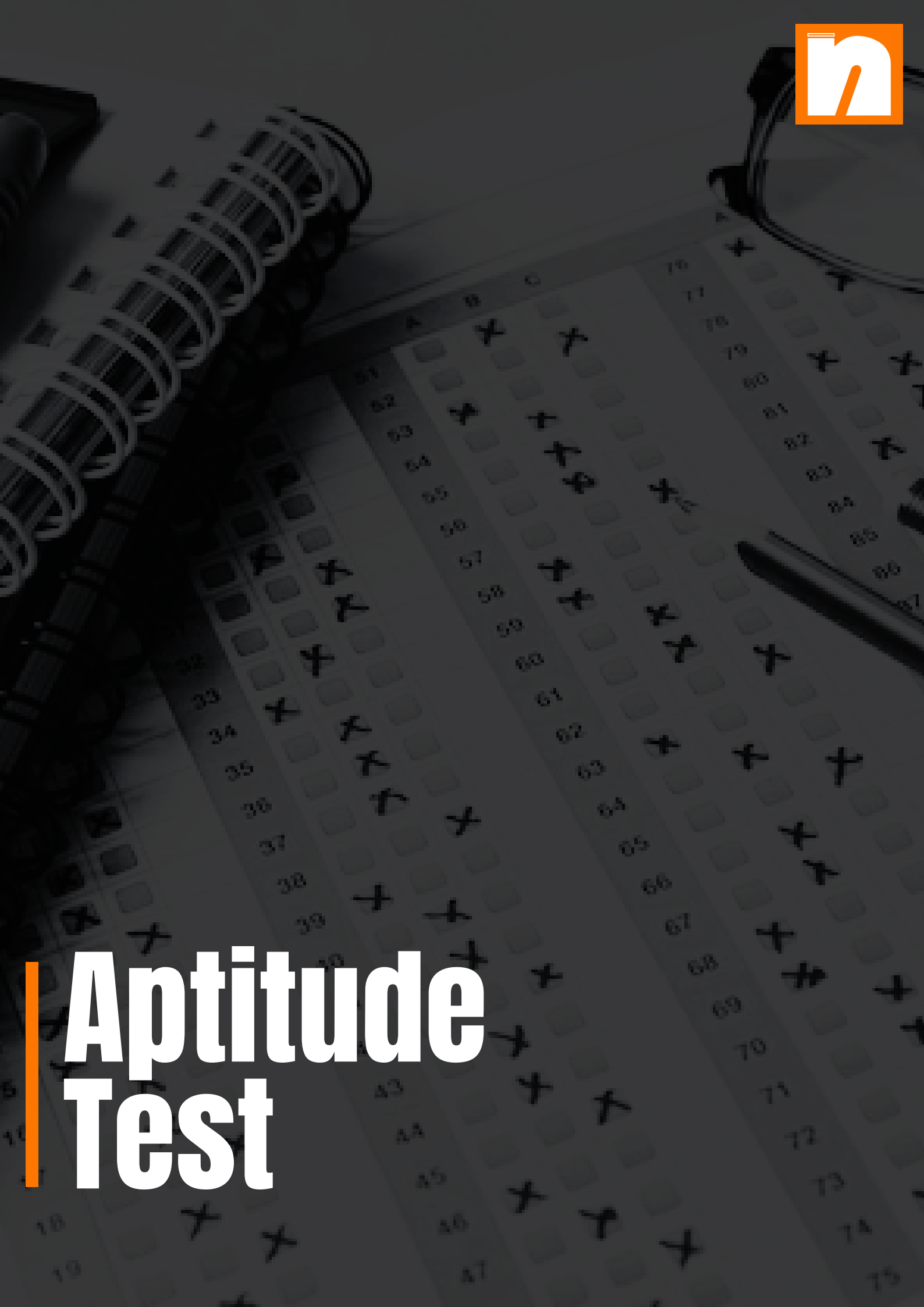
Career Goals

A candidate in the Amateur or Intermediate level for career goals may consider taking time to think about what career they would want to pursue and what career they would be a good fit for. A candidate may consider career counseling to seek help while setting career goals.

Formatting

A candidate in the Amateur or Intermediate level for formatting may consider paying more attention to resume formatting and researching successful resume templates online.





Aptitude Test

Test Process.

The candidate will be assigned a date to attempt Industria's aptitude test hosted on the Eval Ground platform. The candidate will receive a code which will only be valid for 24 hours, any cancelations or reschedules have to be communicated at least 24 hours in advance.

Industria's aptitude test mirrors an industry standard hiring aptitude test. Industria's aptitude test consists of 3 sections:

1. Quantitative Aptitude
2. Verbal Ability
3. Logical Reasoning



Improvement Recommendations.

Quantitative Aptitude

A candidate in the Amateur or Intermediate level for Quantitative Aptitude may consider reading Quantitative Aptitude test preparation books, free online videos and/or take online/offline classes.

Verbal Ability

A candidate in the Amateur or Intermediate level for Verbal Ability may consider reading Verbal Ability/Grammar test preparation books, free online videos, vocabulary apps and/or take online/offline classes.

Logical Reasoning

A candidate in the Amateur or Intermediate level for Logical Reasoning may consider reading Logical Reasoning test preparation books, free online videos, vocabulary apps and/or take online/offline classes.





Group Discussion

Meeting Process.

Candidates will be sent meeting links on the scheduled date and time to participate in a group discussion led by an Industria representative.

Structure of Group Discussion:

- The candidates will start of by introducing themselves to the group.
30 seconds per candidate
- The candidates will be given a topic by the Industria representative.
1 topic per candidate
- The candidates will be given time to formulate their statement.
5 minutes
- The candidates will put forth their opinions on the topic in front of the group.
90 seconds per candidate
- The Industria representative will then cross question the opinions put forth by the candidates
60 seconds per candidate

The candidates will be evaluated in the following areas:

1. Confidence
2. Clarity & Articulation
3. Composure
4. Problem Solving
5. Time Management

Improvement Recommendations.

Confidence

A candidate in the Amateur or Intermediate level for confidence can consider participating in public speaking and engage in more interpersonal discussions.

Clarity & Articulation

A candidate in the Amateur or Intermediate level for Clarity & Articulation can consider identifying the key points they want to mention in a discussion and sticking to them throughout. A candidate may also consider improving their vocabulary.

Composure

A candidate in the Amateur or Intermediate level for Composure can consider approaching a discussion with a more calm and collected mindset in order to maintain composure during discussions or debates.

Problem Solving

A candidate in the Amateur or Intermediate level for Problem Solving may consider approaching problems with a calm demeanor, then identify pain points and ideate how to overcome said pain points in order to come out with a satisfactory solution for all parties involved.

Time Management

A candidate in the Amateur or Intermediate level for Time Management may consider approaching discussions with a predefined strategy on how to tackle the problem or put forth their opinion on a topic in order to save precious time during a discussion.



Personal Interview

Meeting Process.

Candidates will be sent meeting links on the scheduled date and time to engage in a Personal Interview conducted by an experienced Industry Professional.

Preparation to be done before appearing for Personal Interview

Before appearing for the Personal Interview a candidate must identify the job role they would like to apply for. The candidate must also prepare on how to introduce themselves and how to articulate their experience and interests adequately.

The candidates will be evaluated in the following areas:

1. Confidence
2. Clarity & Articulation
3. Composure
4. Skill-Set
5. Experience Relevance



Improvement Recommendations.

Confidence

A candidate in the Amateur or Intermediate level for confidence can consider participating in public speaking and engage in more interpersonal discussions.

Clarity & Articulation

A candidate in the Amateur or Intermediate level for Clarity & Articulation can consider identifying the key points they want to mention in a discussion and sticking to them throughout. A candidate may also consider improving their vocabulary.

Composure

A candidate in the Amateur or Intermediate level for Composure can consider approaching a discussion with a more calm and collected mindset in order to maintain composure during discussions or debates.

Skill-Set

A candidate in the Amateur or Intermediate level for Skill-Set may consider identifying the desired skills from candidates in their field of interest and strategizing a detailed plan on how to attain the desired skills.

Experience Relevance

A candidate in the Amateur or Intermediate level for Experience Relevance may consider looking for opportunities to gain experience in their field of interest. A candidate may look for said opportunities by asking people in their network or looking for career opportunities on online platforms.

A grayscale photograph of a person in a business suit writing on a document with a pen. The image is dark and serves as a background for the text.

Terms & Conditions

Terms & Conditions.

TC 1

One candidate's enrollment is valid for life without any limitation of number of attempts.

TC 2

Cheating on any step of the simulation is strictly prohibited and if a candidate is caught they will have to repeat all the steps of the simulation.

TC 3

All the step in the simulation process are compulsory to complete to receive the Certificate of Completion and Employee Appraisal score card.

TC 4

Industria has the right to remove and ban any candidate if they misbehavior during the simulation process.

TC 5

Cancellation or rescheduling of any step in the simulation process must be mentioned and discussed at least 24 hours prior to the commencement of the given step.

TC 6

Industria representatives are strictly forbidden from accepting any bribes from candidates to increase marks for any step in the simulation. If an Industria representative is caught accepting a bribe from a candidate, legal actions will be pursued against the representative.

TC 7

All steps in this version of the simulation will be conducted online via different platforms., No exceptions will be made.



Industria



Thank You

Understand, Evaluate, Improve.