

Mission To Provide People With Opportunities To Build a Better Future

COEPD BA Job Market (BJM) Platform - Guidelines to follow

NOTE :

This document is valid until the next change.

(or)

till 31 August 2025.

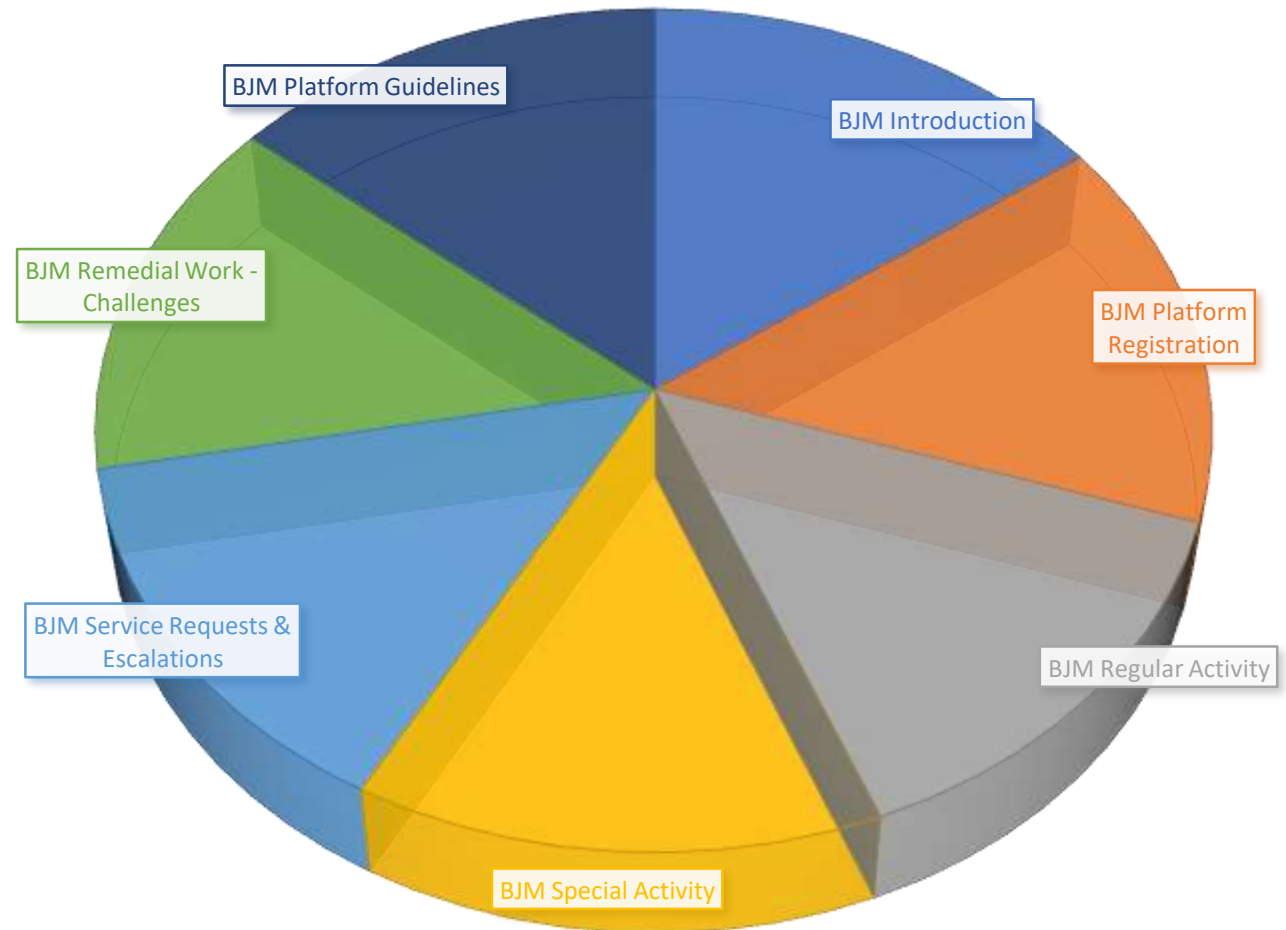
For the latest document, please refer document No: 29 in the document section of the portal.

BJM Platform Overview

1. BJM Introduction
2. BJM Platform Registration
3. BJM Regular Activity
4. BJM Special Activity
5. BJM Service Requests & Escalations
6. BJM Remedial Work - Challenges
7. BJM Platform Guidelines

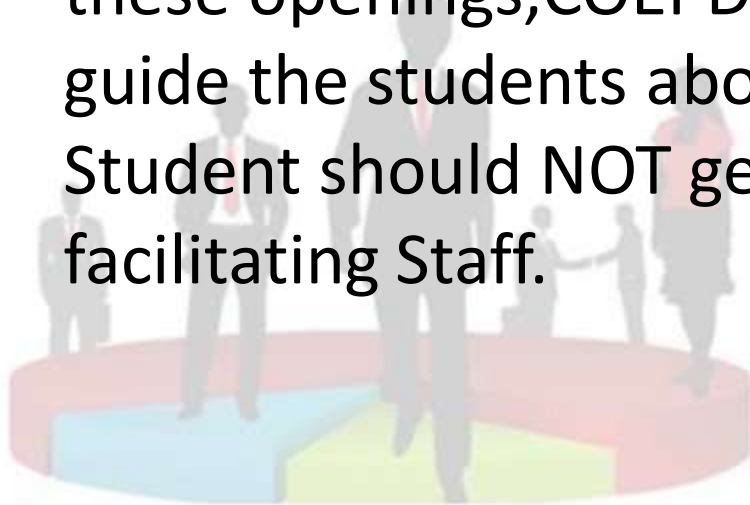


BJM PLATFORM OVERVIEW

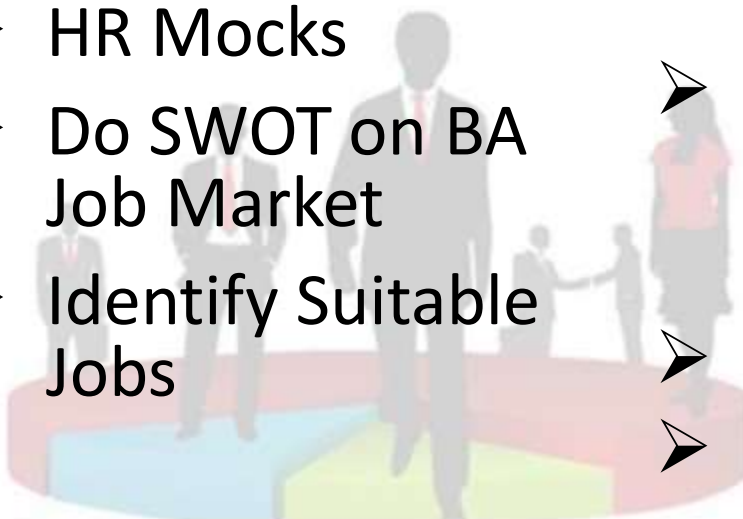


Thoughts to build Professionalism

- Student should behave professionally.
- BA openings are requirements of the respective companies, once the company initiates these openings then only we can apply for these openings, COEPD will not generate any jobs, COEPD will guide the students about these openings available in the market.
- Student should NOT get into any arguments or conflicts with the facilitating Staff.



BJM Platform Checklist

- 
- Datasheet
 - PROFILE Owner
 - BJM Awareness Sessions
 - HR Mocks
 - Do SWOT on BA Job Market
 - Identify Suitable Jobs
 - Refine keywords in Resume
 - Apply for Jobs
 - Updating Progress in BJM Platform
 - BJM Service Requests & Escalations
 - Shortlisting
 - Interview Schedule
 - FAQs
 - Interview Support
 - Job Offers
 - Joining in BA role
 - BJM Remedial Work - Challenges
 - BJM Platform Guidelines

BJM Platform Registration

2.1. Data Sheet

2.2. Profile Owner

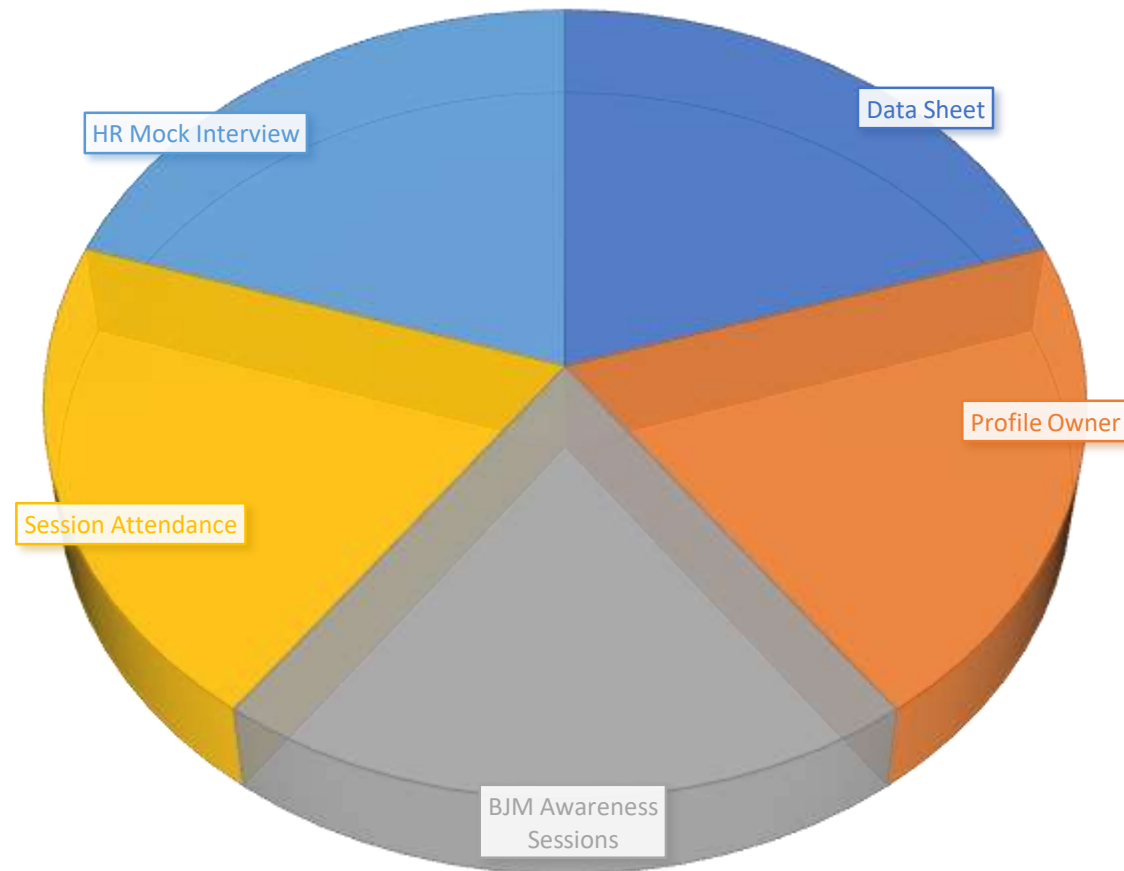
2.3. BJM Awareness
Sessions

2.4. Session
Attendance

2.5. HR Mock
Interview



BJM PLATFORM REGISTRATION

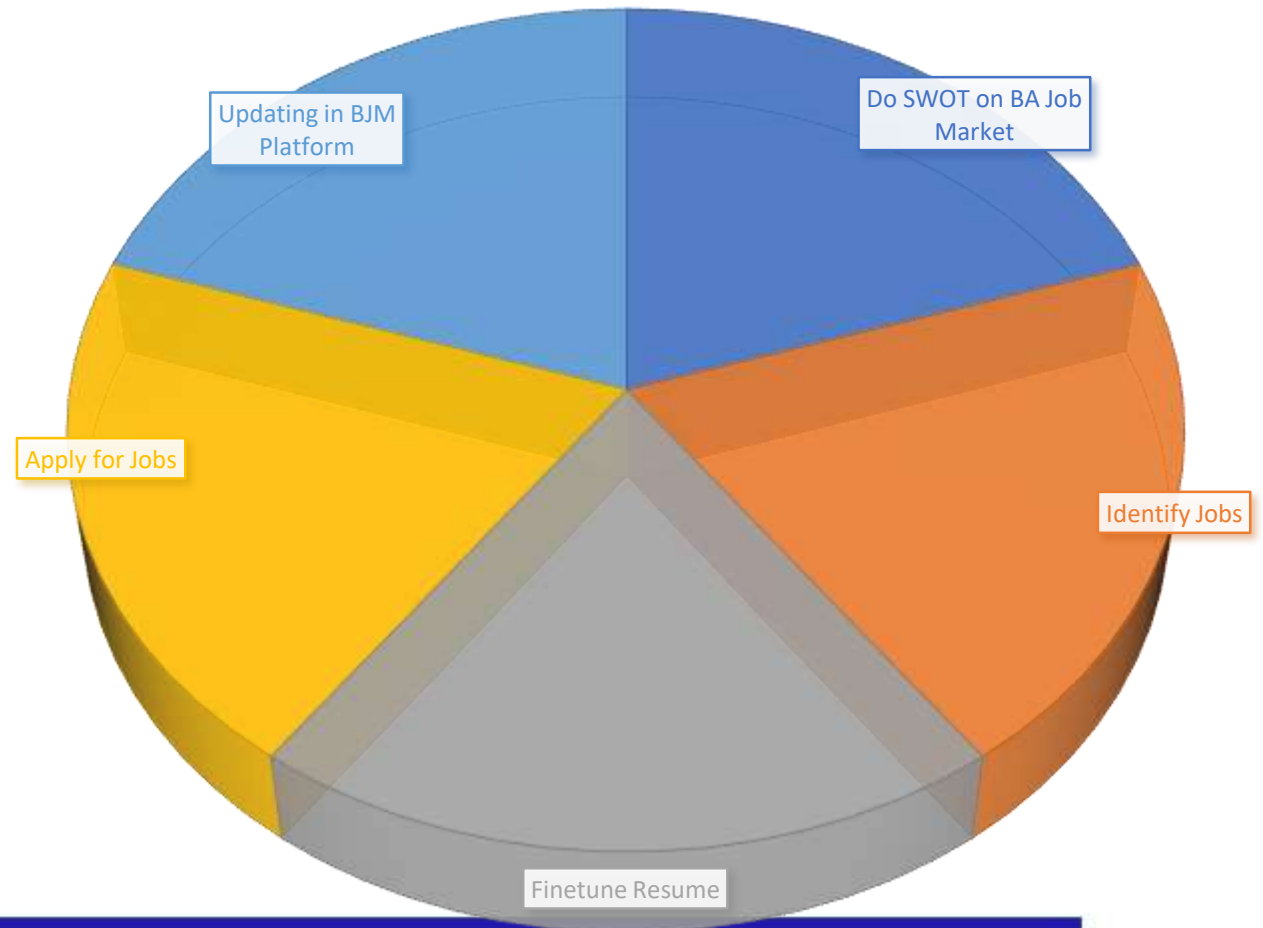


BJM Regular Activity

- 3.1. Do SWOT on BA Job Market
- 3.2. Identify Jobs
- 3.3. Finetune Resume
- 3.4. Apply for Jobs
- 3.5. Updating in BJM Platform



BJM REGULAR ACTIVITY

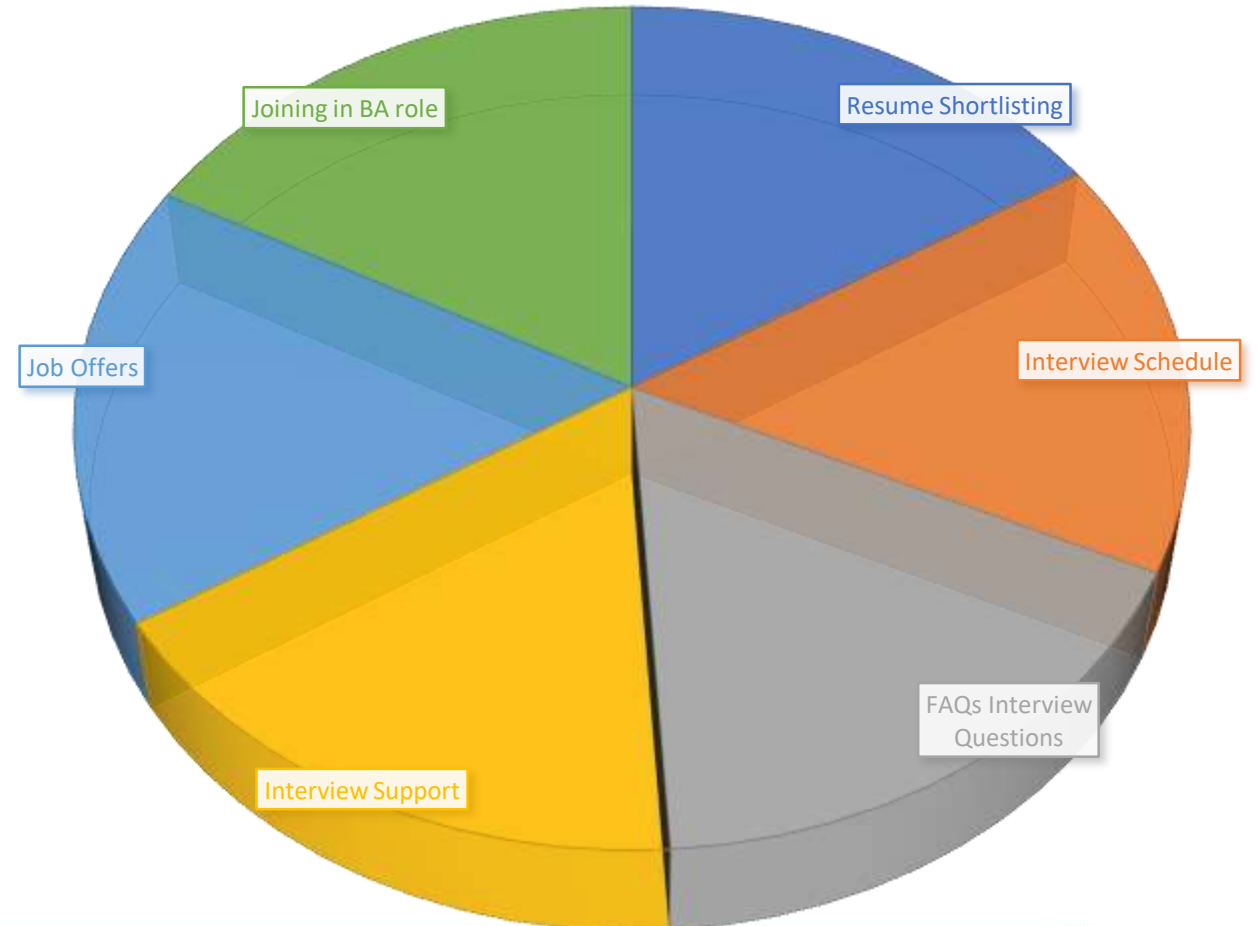


BJM Special Activity

- 4.1. Resume Shortlisting
- 4.2. Interview Schedule
- 4.3. FAQs Interview Questions
- 4.4. Interview Support
- 4.5. Job Offers
- 4.6. Joining in BA role

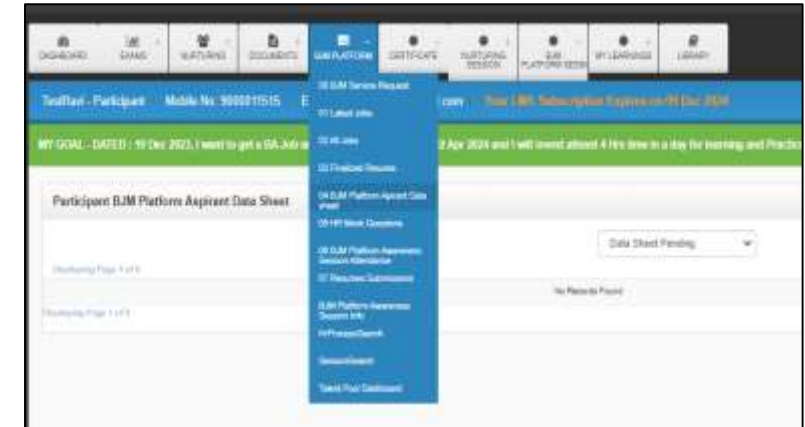


BJM SPECIAL ACTIVITIES



2.1.BJM Platform- Aspirant Data Sheet

- Under the BJM Platform Tab, go to the BJM Platform Aspirant Data Sheet
- Click On “Add New” enter all the details given in the Data Sheet and upload Passport size photo, Aadhar front & Back, Salary slip and BJM platform Service Form and Click on “Submit”.



2.2. Profile Owner

- Profile Owner - SPOC
- After Submitting the Data Sheet Profile owner(HR) will reach the participant and guide them to attend the BJM Platform Awareness Session



2.3.BJM Platform Awareness Session

- Please attend BJM Platform Awareness Session, under BJM Platform Session, go to BJM Platform Session Link click on Attend and click on “Yes” you will get meeting id & password.
- **NOTE:** BJM Platform Awareness Session will be conducted on every Wednesday at @9:00 pm.

DASHBOARD

EXAMS

NURTURING

DOCUMENTS

BJM PLATFORM

CERTIFICATE

NURTURING SESSION

BJM PLATFORM SESSION

MY LEARNINGS

LIBRARY

TestRavi - Participant Mobile No: 9000011515 Email : venkat.coepd@gmail.com Your L BJM Platform Session Attendance on 09 Dec 2024 Terms and Conditions Change Password Signout

BJM Platform Session Link

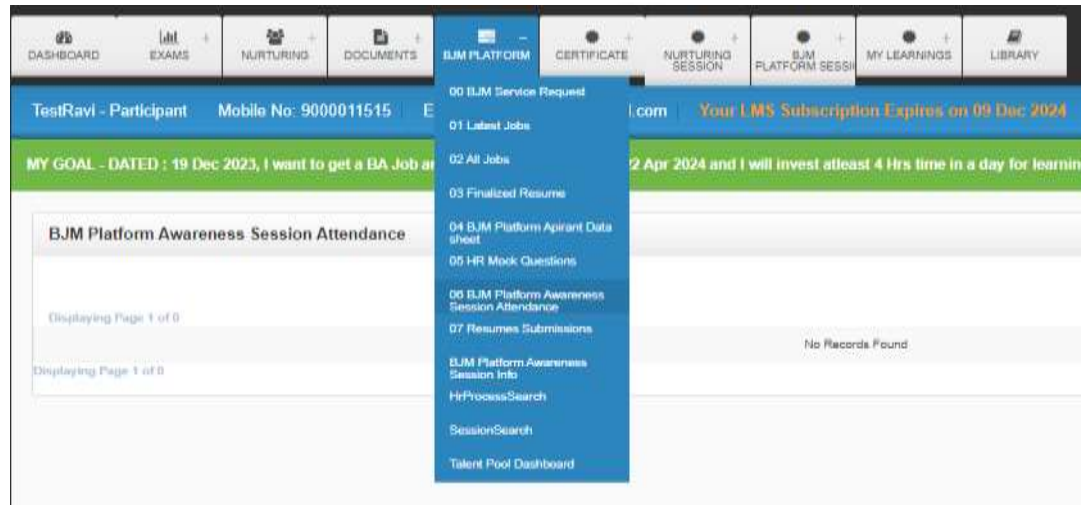
MY GOAL - DATED : 19 Dec 2023, I want to get a BA Job and to enhance BA Skills by 22 Apr 2024 and I will invest atleast 4 Hrs time in a day for learning and Practice BA Concepts until I reach my Goal.

BJM Platform Session

S.No	Session Name	Date	Start Time	End Time	Zoom Meeting ID	Password	Status
1	Job Market Induction	22 Dec 2023	21:00	22:00			Attend Attend Yes

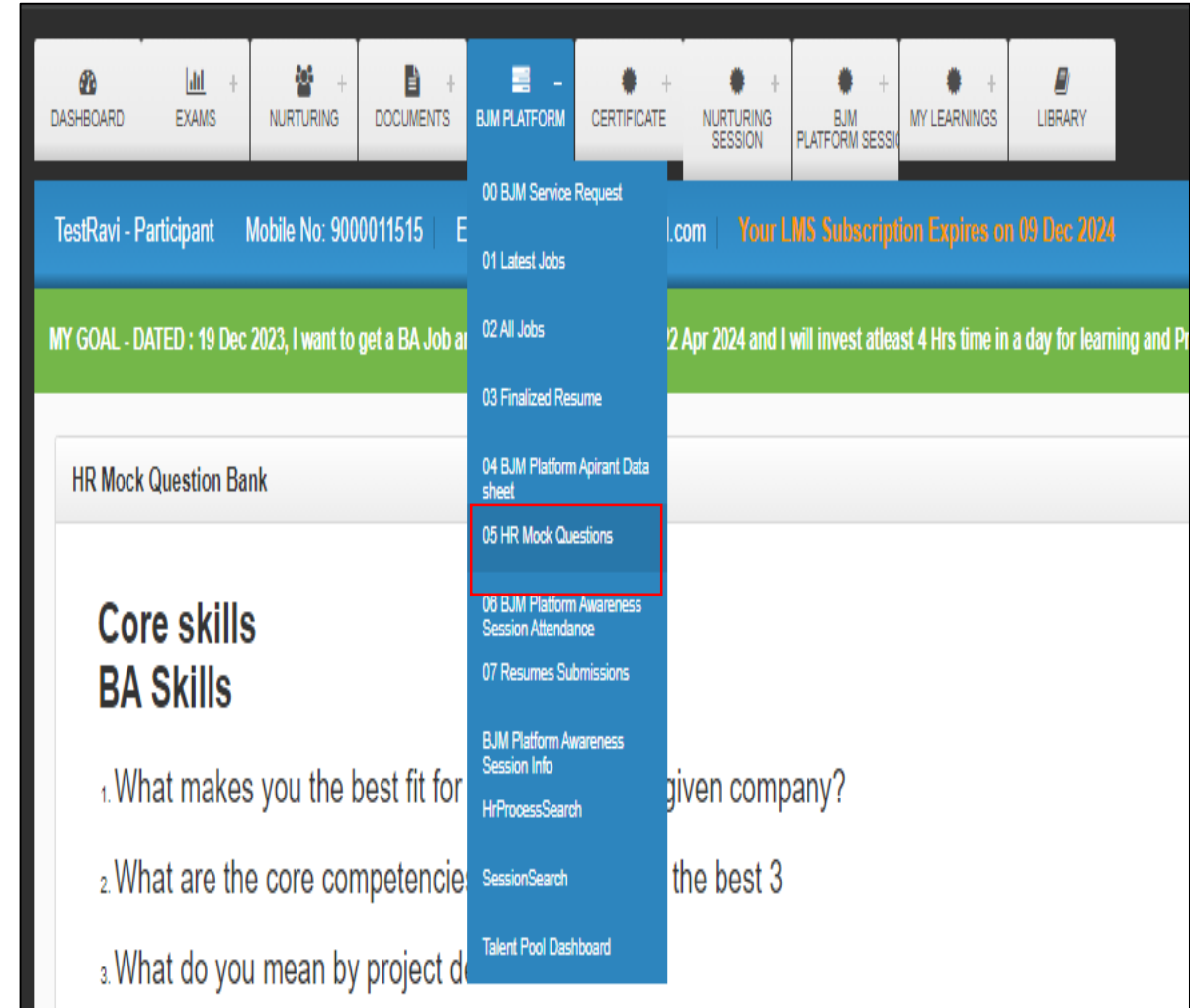
2.4.BJM Platform Awareness Session Attendance

- After attending the **BJM Platform Awareness Session**, Under the **BJM Platform Tab**, go to the **BJM Platform Awareness Session Attendance**
- Click on “**Add New**” Enter the BJM Platform session Attended date give Acknowledge and “**Submit**”.



2.5.HR Mock Interview

- After submitting the BJM Platform Session Attendance profile owner will reach the participant if not please raise the BJM service request and conduct the HR Mock
- Before attending the HR Mock Aspirant should go through the sample Questions Under the **BJM Platform Tab**, go to the **HR Mock Questions**
- Please attend **HR Mock interview** justify your knowledge on to your BA Resume Otherwise..
- **Redo** will be given if Aspirant cannot justify his/her resume and **Redoing** mock interviews Redoing all projects(or)any other BA Assignment Given at the time



The screenshot displays the BJM Platform interface. At the top, there is a navigation bar with tabs: DASHBOARD, EXAMS, NURTURING, DOCUMENTS, BJM PLATFORM, CERTIFICATE, NURTURING SESSION, BJM PLATFORM SESSION, MY LEARNINGS, and LIBRARY. Below the navigation bar, the user profile 'TestRavi - Participant' is shown with a mobile number '9000011515'. A banner indicates 'Your LMS Subscription Expires on 09 Dec 2024'. The main content area is titled 'MY GOAL - DATED : 19 Dec 2023, I want to get a BA Job at'. A sidebar menu on the right lists various options, with '05 HR Mock Questions' highlighted in a red box. The main content area shows 'HR Mock Question Bank' and 'Core skills BA Skills' with a list of questions: 1. What makes you the best fit for given company?, 2. What are the core competencies the best 3, and 3. What do you mean by project d.

3.1. Do Swot On BA Job Market

- Aspirant is starting BA career so set the right expectations on BA Job Market

3.2. Identify Suitable Jobs

3.3. Refine Keywords

3.4. Apply for jobs

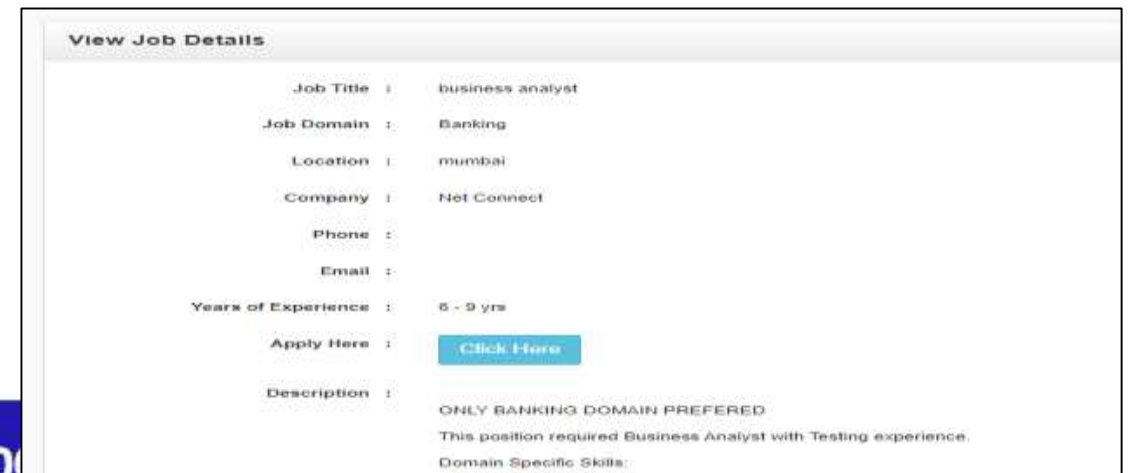
- **Daily (Weekdays) Job Postings in COEPD Portal**
Aspirant should apply for these jobs through COEPD Portal

- **COEPD Portal Under the BJM Platform Tab, go to Latest Jobs**

❑ Click on “view”

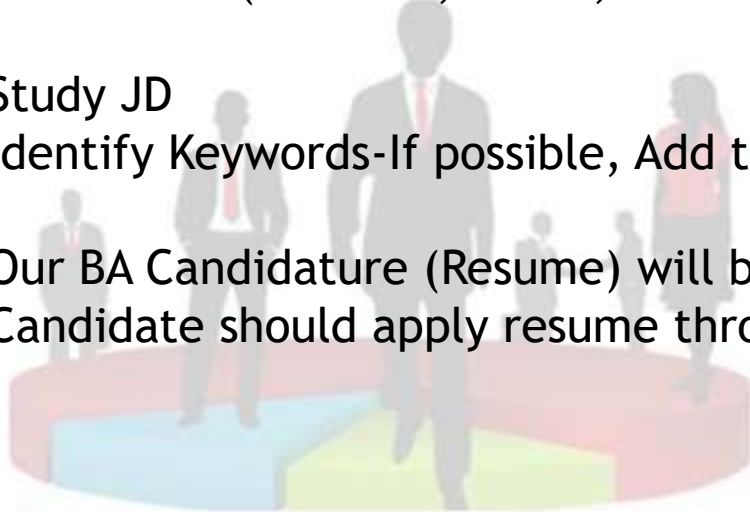
❑ Study JD

- Identify Keywords-If possible, Add these keywords to your Resume and Apply click on “Click Here”



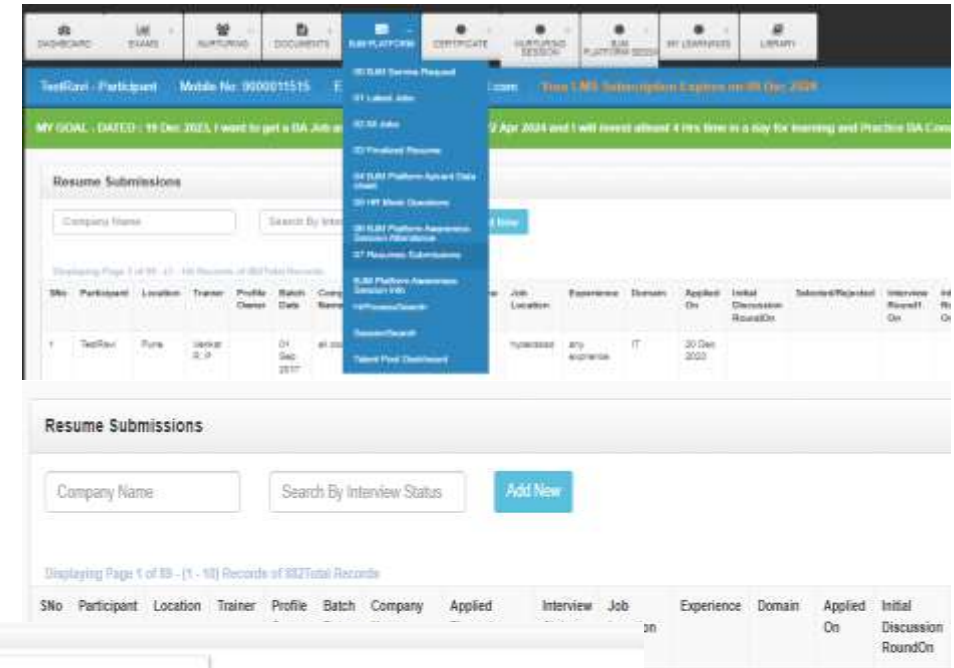
Apply Jobs from other Job Portals

- After clicking on “Click Here ”it is re-directing to job portal website you can apply from company site.
- After applying for Jobs from **COEPD Portal** automatically updated in Resume Submissions Because it will be re-directing to the Resume Submissions as job applied
- Job Portals (Linkedin,Naukri,Indeed..) -How to Apply
- ☐ Study JD
 - Identify Keywords-If possible, Add these keywords to your Resume and Apply
 - Our BA Candidature (Resume) will be shortlisted, if we finetune the Resume as per the JD
 - Candidate should apply resume through job portals(Linkedin,Naukri,Indeed..) and references



3.5.Updating Progress In BJM Platform Tab

- Candidate should apply resume through Job Portals and References and update these submissions in **COEPD Portal** under the **BJM Platform Tab**, go to the **Resume Submissions**
- Click on “Add New” enter the company details and “submit”



Add Resume Submission Details

Company Name:

Location:

Experience:

Domain:

Applied Through:

Applied On:

Job Description:

Interview Status:

4.1.Shortlisted, 4.2.Interview Schedule

- Our Alumni are working in 1000+ MNCs
- Sharing Aspirant **Resumes** against JD of BA requirements of our Alumni references- if any
- Sharing company interview FAQ'S for shortlisted candidates
- For requesting **FAQ'S** and **Interview Support** the Aspirant should inform to the **Team HR-Talent Pool** at least **2 days earlier** to the date of such interview.
- Coordinating interviews if resume is shortlisted
- Aspirant should be **available for all interview Calls** and Company Interactions
- **Sharing of interview Questions** after the interview
- **COEPD Portal** under the **BJM Platform Tab**, go to **Resume Submissions** ,Search by company name

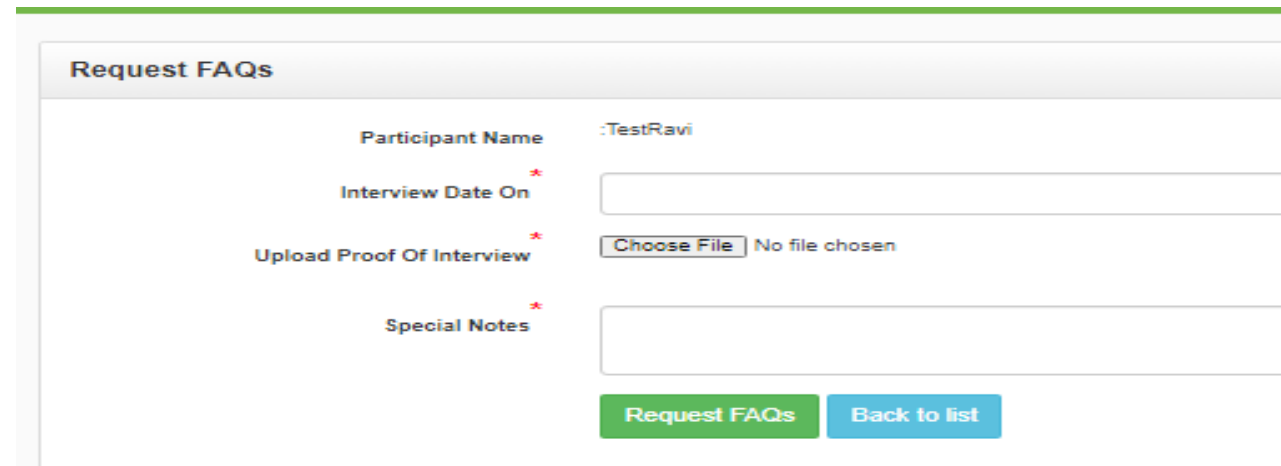
4.3.FAQ's-Interview Questions

❑ Move to the right side you will find **FAQ Request** “click on” **Request**, enter the interview date, upload **proof of interview** and enter skills and send **FAQ Request**.

➤ After assigning the **FAQ'S,FAQ Request** below you will find “**view**” “click on **view** and click on **Action view** then we are able to view the **FAQ'S** assigned by HR Team.



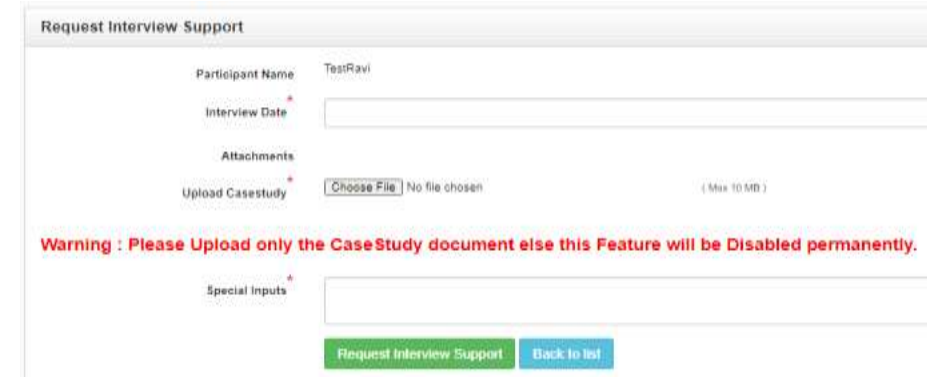
The screenshot shows the 'Resume Submissions' page in the COEPD portal. It includes a search bar for company names and a table with columns for ID, Participant, Location, Talent, Profile, Status, Company Name, Applied Through, Interview Status, Job Location, Experience, Design, Applied On, Initial Discussion, Interview Round, Interview Round, Interview Round, Offer Released, Offer Accepted, Designation, Package Offered, Date of Joining, Remarks, Interview Status, and Interview Report. Two rows of data are visible, each with 'View', 'Request', and 'Delete' action buttons.



The screenshot shows the 'Request FAQs' form. It includes fields for Participant Name (TestRavi), Interview Date On, Upload Proof Of Interview (with a 'Choose File' button and 'No file chosen' text), and Special Notes. At the bottom, there are 'Request FAQs' and 'Back to list' buttons.

4.4. Interview Support

- COEPD Portal under the BJM Platform Tab, go to Resume Submissions ,Search by company name
- ❑ Move to the right side you will find Interview Support Request “click on” Request, enter the interview date, upload Case Study and enter skills and send Interview Support Request.



- Interview support on the case studies, given in the interview, will be provided on request, to those Aspirant, who informs in writing to COEPD Team HR - Talent Pool, at least 2 days earlier to the date of such interview & We will guide you only after you work on case study
- Mentors will provide Inputs, Tips and share required sample documents with the Aspirant for successful completion of interview.
- Mentors will not prepare any documents for Aspirant which are given to them as a task in the part of interview. Mentors only guide the Aspirants for this purpose and Mentors will not prepare them at any cost.

4.5.Job Offer

Nivxxxxx - 4 Job Offers

* 1st Offer *

Gemini - CTC: 13.5 LPA

* 2nd Offer *

Virtusa - CTC: 16 LPA

As Senior BA

* 3rd Offer *

EY - CTC: 15 LPA

* 4th Offer *

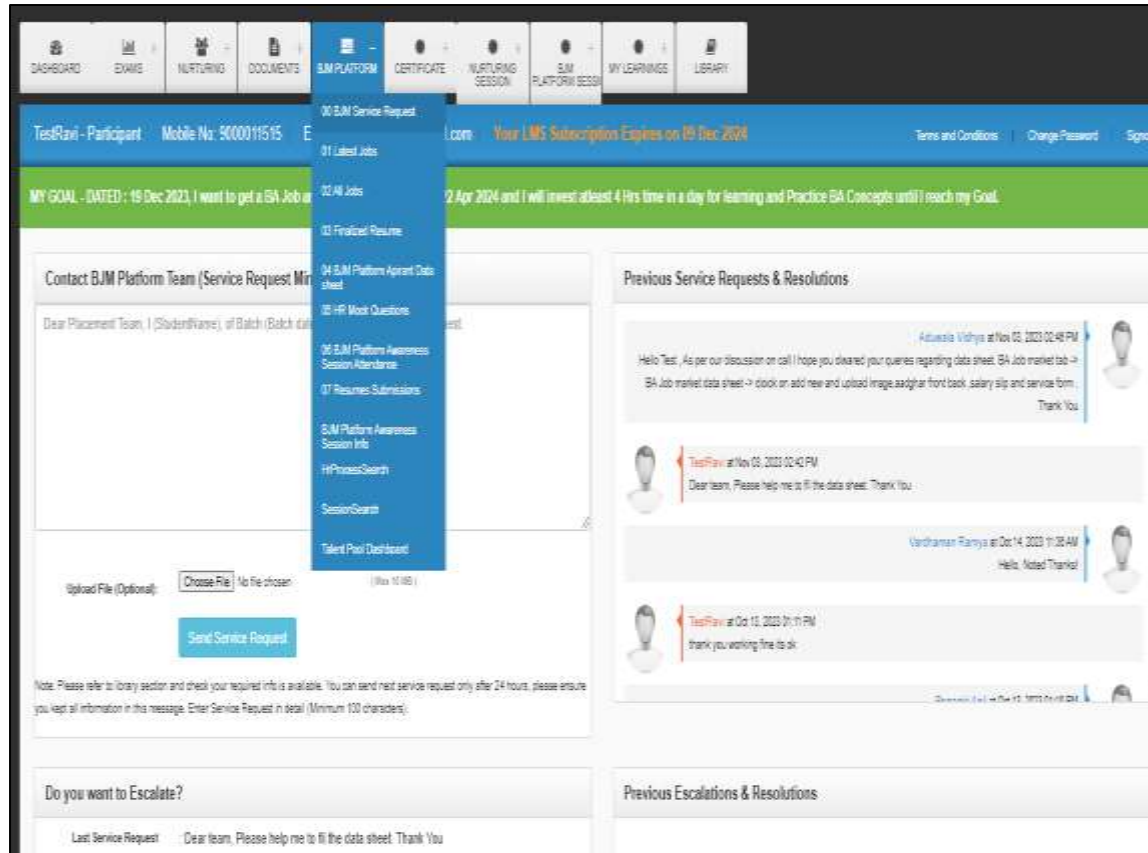
Vodafone - CTC: 20 LPA

- Any Job Offer with the then current market trends and suiting the Aspirant candidature. If Aspirant rejects the job offer citing other job offers, pay packs, location, company profile, projects, expectations, still this opportunity is a job offer and a job.
- **Business Analysis role with any designation** (can be a new job through recruitment or role change in the current process of present job or additional responsibility of Business Analysis)
- **Job offer, after BA Training from COEPD, can be from any source** (Aspirant/ Company/ 3rd party/ reference) is considered as Job offer secured through COEPD.

4.6.Joining In BA Role

- After getting into the role of BA, Share your Happiness through reviews on google n Social Media
- **Let's help** other BA Aspirants by spreading the **good news about the BA Job** and **Aspirant** will have **no objection to use his/her name, photo and BA Job Company name journey**, transcripts, scores, reattempts, interview feedback, and communication & concerning details for Workshop Promotion / COEPD Web portal/ Media promotions , **Aspirant agree** that COEPD is authorized to **publish above Information**.
- Prior to enrolling in the training, you are not a BA. Underwent Nurturing introduced you to BA, and now we are undergoing BA training
- I fully understand that BA is a new skill and opportunity, thus I agree to devote 100% of my time to learning and practicing BA. I will also follow COEPD guidelines, instructions, and regulations during my BA journey.
- **must register the details of his/her Job Offer** with COEPD Portal before joining the company or need to fill the details once offer released.

5. BJM Service Requests & Escalations



The screenshot displays the BJM Platform interface. At the top, there's a navigation bar with tabs: DASHBOARD, EXAMS, NURTURING, DOCUMENTS, BJM PLATFORM, CERTIFICATE, NURTURING SESSION, BJM PLATFORM SESSION, MY LEARNINGS, and LIBRARY. The BJM PLATFORM tab is selected, showing a dropdown menu with options like '06 BJM Service Request', '01 Latest Jobs', '02 All Jobs', '03 Finalized Resume', '04 BJM Platform Applicant Data sheet', '05 HR Mock Questions', '06 BJM Platform Awareness Session Attendance', '07 Resumes Submissions', 'BJM Platform Awareness Session Info', 'HR Process Search', 'Session Details', and 'Talent Pool Dashboard'. The '06 BJM Service Request' option is highlighted. Below the menu, there's a form titled 'Contact BJM Platform Team (Service Request Message)'. It includes a text area for the message, a file upload section, and a 'Send Service Request' button. A note at the bottom states: 'Note: Please refer to library section and check your required info is available. You can send next service request only after 24 hours, please ensure you keep all information in this message. Enter Service Request in detail (Minimum 100 characters)'. On the right side, there's a section titled 'Previous Service Requests & Resolutions' showing a list of past requests with dates and status.

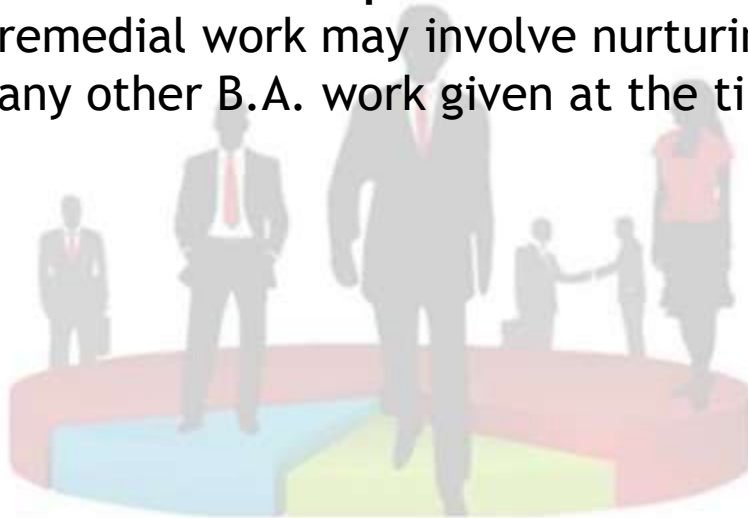
- Utilize BJM Service Request feature in **BJM Platform Tab**, go to **BJM service request** to interact with Team HR - Talent Pool
- Aspirant should communicate through service requests in coepd portal
- There should be minimum of 100 characters in the service request.
- You can escalate on the non responded BJM Service request after 32 hours. By clicking that escalation button
- Escalation is available only for 3 days after the Job Search service request is raised
- Min TAT is 24 hours to raise BJM Service Request

- Before raising request about the BJM Platform, students should be careful to include all relevant information like finetuning resume, when applying for jobs, make final adjustments to your CV
- Attending BJM Platform Awareness Session is mandatory to start the Team HR - Talent Pool wing support, before they raise a service request ,For every two weeks the candidate attend the induction or else Team HR - Talent Pool supports stops.
- **Availability of Service Request Window**
 - ☐ 10 AM to 5 PM ONLY
 - ☐ After 5PM, it will be deemed as next day submission
 - ☐ Available on weekdays only. (Monday to Saturday)
 - ☐ Not Available on Sunday's and festival Holidays



6.BJM Platform Remedial Work - Challenges

- Aspirant should be **open to accept remedial work** from HR/Mentors in case of **continuous failures** in interviews
- **Nominate the Aspirant for remedial work** in case of continuous failures, Part of the remedial work may involve nurturing process from the start. From redoing all projects (or any other B.A. work given at the time) and participating in mock interviews(BA Mocks).



7.BA Job Market (BJM) Platform-Guidelines

- Every day student has **apply min 3 companies** so that Coepd can understand the progress in resume submissions and those details need to update in Coepd portal.
- If student **fails to apply in 3 companies daily** according to their experience & domain, it assumes that **he/she don't have interest in BA Job.**
- Which implies to removal from the BJM Platform.
- Attend all interviews, if called for, irrespective of your choices.
- Companies will prefer direct applications from the candidates and the Companies will communicate directly with the Candidates
- The Company will decide pay pack based on relevant experience not on overall experience
- Shortlisting of the Aspirant's resume is purely based on the respective Company's Recruitment policy.

7.BA Job Market (BJM) Platform-Guidelines -2

- Don't quit from present job, you can negotiate for more time to join next company.
- Even companies will also ask the candidates to attend for face to face interviews
- Facing interviews and justifying the candidature is Aspirant's responsibility.
- COEPD Services are valid till Subscription expiry date or until the first BA Job, whichever happens early.
- COEPD Services Validity is displayed as LMS subscription expiry date in the student login of COEPD portal Refresh daily resume, location, skill sets in job portals.
- Share your resume with friends and network circles (may be google groups, WhatsApp groups) and tell them you are looking for an opportunity.

How Much Time It Will take – Job Search Why It Delays.....

Company Side

- Company may take time to shortlist submitted Resumes(May be a week or Two or Month or Never)
- Shortlisted Resume to call for interviews the company may take time
- Company May take time to announce result of conducted interviews

Aspirant Side

- Unable to Justify the profile BA experience
- High Pay pack Expectations
- Location Constraints
- Choosing Specific Companies Only
- Unable to give time for interviews or postponing scheduled interviews or not attending interviews

Success Tips

- **Maintain a Registry** of your interviews in coepd student portal
- **Be clear about your Notice Period** and Pay Pack Expectations
- **Daily allot 2 Hour time** for interview preparation - revise your Resume n BA Knowledge
- **Make yourself available** for the interviews - Schedule your interviews in your available time-slots
- **Think Positive** - Not all interviews will be successful
- **Don't blame others** - Take responsibility of yourself and your Goal
- **Keep attending interviews until you are successful**



Wish You All the Success !!!