

Interview Tips

- ✓ Tell me about yourself.
- ✓ Have you brought your resume?
- ✓ Why should I hire you?
- ✓ What are your major strengths?
- ✓ What do you know about our company/ organization?
- ✓ Every man has some weakness, what are yours?
- ✓ Tell me about a time when you had to tackle several priorities and meeting a deadline.
- ✓ OR
- ✓ Tell me about a time when you didn't get success in spite of your best efforts.
- ✓ OR
- ✓ Tell me about a time when you succeeded in spite of the odds in your way.
- ✓ What motivates you?
- ✓ Why did you leave your last job?
- ✓ In what kind of a work environment you feel most comfortable?
- ✓ What salary do you expect to receive?
- ✓ What prompted your decision to apply for this position?
- ✓ Your resume suggests that you are over-qualified or too experienced for this Position. What you say?
- ✓ Where do you see yourself five years from now?
- ✓ What career options you have right now?
- ✓ Why have you had so many jobs?
- ✓ Tell me when you failed to achieve the target and you feel a little ashamed of.
- ✓ Which company do you find an ideal one, best suited to you?
- ✓ Tell me about a situation when your work was criticized.
- ✓ What are your hobbies/ interests.
- ✓ Why have you been out of work so long?
- ✓ When do you lose your temper?
- ✓ Who has inspired you in your life and why?
- ✓ How do you feel about working nights and weekends?
- ✓ Will you be willingly agree to relocate or travel?
- ✓ Tell me honestly about the strong points and weak points of your boss(company supervisor etc.)...
- ✓ What was the toughest/ unpleasant decision you ever had to make?
- ✓ What part of your previous job you found most difficult?

- ✓ Describe a time when you were faced with a challenging situation.
- ✓ Are you comfortable with a younger or a lady officer?
- ✓ How do you define the term 'success'?
- ✓ Have you ever had a conflict with a boss or supervisor? How did you resolve that?
- ✓ Have you been absent from work more than a few days in your past job?
- ✓ What qualities do you feel a successful manager should have?
- ✓ Tell me about a time when you had to resolve a problem with no rules or guidelines in place.
- ✓ How do you get the best from the people working under/ with you?
- ✓ How do you resolve conflict in your team?
- ✓ What your Boss would say about you?
- ✓ What do you dislike most at work?
- ✓ What makes you different from all the others?
- ✓ What would you do if a fellow executive at your own corporate level does not cooperate you reasonably and this delays the work assigned to your own department?
- ✓ You've been with the present company for a long time. Won't it be hard for you in Getting adapted to the new climate?
- ✓ Do you mind if I contact your present employer for a reference?
- ✓ Could you have done better in your last job?
- ✓ Can you work under stress/ pressure?
- ✓ Tell me about the most boring job you've ever had.
- ✓ How would you act in a situation when your boss is crazy about an idea, but you think it would be an utter failure?
- ✓ If you could start again, what career decisions would you like to make differently?
- ✓ Do you consider your career so far has been a success?
- ✓ How long would it take you to make a useful contribution to this company?
- ✓ How many hours a week does you normally work?
- ✓ Can you cite an example when you took initiative?
- ✓ What do you worry about?
- ✓ Where do you think to make improvements in yourself?
- ✓ What's the most difficult part of being a sales Executive?
- ✓ What are your goals?
- ✓ Have you ever considered starting your own business?
- ✓ Have you heard anything negative about your company?
- ✓ How to reply a "Hypothetical Problem"?
- ✓ If you won a lottery of one crore, will you leave the job?
- ✓ If you are in a situation when everyone is against you, and you think that you are on the right track, how will you react?
- ✓ How do you rate me as an interviewer?
- ✓ What do you see in a candidate when you hire him?

- ✓ Can you sell me this pen, pencil, stapler, clock, or anything lying on the interviewer's desk?
- ✓ Can you share confidential information about the company you are presently working with?
- ✓ What changes would you make if you come on board?
- ✓ Do you prefer to work by yourself or with others?
- ✓ What would be the first thing you would do if hired?
- ✓ What kinds of machines/equipment have you worked with?
- ✓ What important trends do you see in our industry?
- ✓ What competition do you see if you take up this job?
- ✓ What would you do if our competitor offer you a job?
- ✓ What good books have you read lately?
- ✓ Do you have a criminal record?
- ✓ Are you a person who likes to "try new things," or "stay with regular routines"? Give an example.
- ✓ Customers frequently create a great deal of pressure. What has been your experience in this area?
- ✓ When are you available for work?
- ✓ What will you do if you are to deal with an irritated customer?
- ✓ Have you ever dealt with a customer making an unrealistic demand?
- ✓ How do you plan and organise your work?
- ✓ Do you believe in sharing your mistakes with others?
- ✓ How do you balance work and family/social commitments?
- ✓ Have you anytime worked above and beyond your job description?
- ✓ Have you worked on a project where you encountered some obstacles and you and you overcame them?
- ✓ Tell me about a time when you had a confrontation with a co-worker or boss.
- ✓ How would your co-workers describe you?
- ✓ What is your management style?
- ✓ What does the term two-way communication mean to you?
- ✓ OR
- ✓ What are the benefits of this communication style of functioning?
- ✓ How can you optimize performance and energise your team?
 - OR
- ✓ What will you do to maintain high standards and to improve poor performance of your team?
- ✓ Are you talking to other organization as well as us?
- ✓ Can you tell me something about yourself that is not mentioned in your resume?
- ✓ What do you think about..Reservation in Private Sector, Female Infanticide, The Death Penalty.... (or any other controversial or current subject)?
- ✓ Have you been a team player?

- ✓ You have mentioned in your resume that you were able to increase the productivity of your department considerably, can you tell how you did that?
- ✓ How has your education helped you in preparing for your career?
- ✓ How much money do you make?
- ✓ Do you have any question?
- ✓ How to handle an illegal question?
- ✓ How and when to disclose your disability.

Important Tips

What should you try to know

- ✓ What is the business of the employer?
- ✓ What are possible duties and responsibilities of the job you have applied for?
- ✓ What skills and how much experience the employer is looking for?
- ✓ Who are the main competitors of the company or the company is under any kind of threat, like forced acquisition by a rival company?
- ✓ Know the various business databases consisting of stock quotes, market averages and the industry news.
- ✓ Know about the company's operations for the last three years and plans for the year ahead.
- ✓ Know about all of the current lingo and buzzwords that are in play within the corporate corridors.
- ✓ Know the trends of turnover, profit and any plans of, merges etc of the company.
- ✓ Try to know what is specific about the position you have applied for, and the reputation of the department in the organization itself.
- ✓ Who are the important clients of the company?
- ✓ What are the primary issues of focus within the company? Profitability? Quality control and improvement? Global markets? or What?
- ✓ Some companies declare yearly "themes". Know what this is and you will score an instant hit with your interviewer. You will be viewed as a true insider for having access to the information that most of the candidates are not aware of.

▪ *Do's and Don't about your clothes:*

- ✓ Don't let your dressing style overpower your personality. Don't wear anything so unusual that steals all the attention. It's you applying for the job not your clothes.
- ✓ Avoid any extremes of fashion. The college campus may be perfect forum at which to exhibit your flair for the latest in fashion style, the interview is not the place to do so.
- ✓ Avoid strong perfume or aftershave.
- ✓ Don't wear too much jewellery, or jewellery that is too large.
- ✓ Dark colours will lend you more authority than pale ones.

• **What to wear – For Men**

- ✓ Necktie should be silk with a conservative pattern.
- ✓ Learn how to tie a good knot in your tie.
- ✓ Conservation long- sleeved shirt (White is best, pastel is next best)
- ✓ Dark shoes (black lace-ups are best)-Avoid wearing new shoes that may make squeaking noise or you may feel uncomfortable.
- ✓ Dark socks matching with your shoes or trousers.
- ✓ Carry a clean hanky in your pocket.
- ✓ Well-groomed hairstyle-Get a haircut; short hair always fares best in interviews.
- ✓ No beards (or well-trimmed beard).
- ✓ Moustaches (makes sure it is neat and trimmed)
- ✓ No rings other than a wedding ring.
- ✓ No earrings (if you normally wear one, take it out).
- ✓ Clean, trimmed fingernails.
- ✓ Empty pockets-no bulges or tinkling coins.
- ✓ No gums, Pan, Pan Masala, Candy or Cigarette's (Mind your breath and ensure that it is free of any odors of tobacco, pan masala, cigarette or alcohol etc).
- ✓ Light briefcase or portfolio case.

○ **For Women:**

- ✓ Wear a saree or a suit or pantsuit, what suited to you elegantly. (Simple clothes & Quiet colours are most suitable.)
- ✓ Avoid very tight clothes.
- ✓ Shoes with conservative heels or use conservative sandals or polished shoes that goes well with your clothes.
- ✓ No purses, small or large; carry a folder instead.
- ✓ If you wear nail polish (not required), use clear or a conservative color.

- ✓ Hair should be neatly trimmed with conservative style. Hair color should look natural.
- ✓ Minimal use of make-up (it should not be too noticeable.)
- ✓ Avoid noise-making jewelry as anklets, bracelets.
- ✓ No more than one ring on each hand.
- ✓ One set of earring only.
- ✓ Minimal cologne or perfume.

- Some do's and don'ts at the interview

- Do's:

- ✓ Dress appropriate for the interview; your dress should match with your personality. It should give you a professional look. Your dress should not be too sparkling or too casual that your actual personality got discounted.
- ✓ Never be late for the interview; remember the exact time and location of your interview; know how long it takes to reach there. Arrive early 10 or 20 minutes prior to the schedule time.
- ✓ Treat other people you encounter with politeness, courtesy and respect.
- ✓ While waiting, keep calm, while talking with your interviewees don't use street language and in loud tone.
- ✓ Convey your thanks when you are greeted with other interviewers or when you are offered chair to sit on.
- ✓ Maintain good eye contact during the interview.
- ✓ Sit still in your seat; take care of your body language; avoid fidgeting and slouching.
- ✓ Respond to the questions and support your answers about yourself with specific examples whenever possible. Ask for clarification if you don't understand a question Your answers should neither be too short nor too long. Relate your answers to the point.
- ✓ Be honest and don't tell a lie. A small lie can ruin your chance of success.
- ✓ Take the interview seriously. Don't give the impression that you are not interested in the position, even if you might not be

interested. Who knows one day you will be again here for an interview for some higher post, so don't lose your impression.

- ✓ Exhibit confidence and a positive attitude. The interviewer is evaluating you as a potential employee.
- ✓ Get good and intelligent questions prepared to ask the interviewer. Do extensive Research about the company in advance, ask questions which you did not find answered in your research.
- ✓ An interview is a two- way conversation. Conduct yourself congenially and respect-fully, while thinking logically & while answering the questions.
- ✓ Make sure to know the next step in the selection process; know when and to whom you should have to contact for any details.
- ✓ When the interview is concluded. Convey your sincere thanks for all the cooperation extended during the interview. Depart gracefully, not in a hurried manner.
- ✓ After the interview, make notes right away so that you can remember what mistakes you committed during this interview. It will of great use to you for the interviews on the future.
- ✓ Do remember to write a thanks- you letter to your interviewer promptly.

○ **DON'TS:**

- ✓ Don't dress up in stylish or costly clothes for the interview.
- ✓ Don't make negative or critising comments about your present or previous boss, Colleagues or any politicians or say anybody during the interview
- ✓ Don't mention false information about anything on your resume including your Experience, training or achievement.
- ✓ Don't show casualness or arrogance at the interview, whatever high your Qualification or experience or your links may be. All this amounts an insult to the Interviewer and to the organization.
- ✓ Don't give the impression that you are only interested in high salary, perks etc.

- ✓ Don't give the impression that you are interested in the organization because of its Geographical location only.
- ✓ Don't discuss salary and perks unless you find some positive indication of final Offer or until the subject is brought up Offer or until the subject is brought up by Your interviewer.
- ✓ Don't show your desperateness for the job, whatever may be your urgency.
- ✓ Don't go to extremes with your body language gestures & postures; don't slouch and don't sit rigidly on the edge of your chairs.
- ✓ Don't try to en cash the interviewer with your personal problems to gain sympathy.
- ✓ Don't argue with the interviewers, you may have different opinion but arguing and trying to enforce your own views is out of professional mannerism in a interview.
- ✓ Don't smoke even while you are waiting for the interview. Don't chew gum also.
- ✓ Don't allow your cell phone to ring during the interview.(if it does, apologize quickly And switch it off) don't take a cell phone call.
- ✓ Don't take your parents, spouse, finance, friends etc. to an interview. If you are not grown up and independent enough to attend an interview alone, you have no place in the organization.
- ✓ Don't forget to convey sincere thanks to the interviewers while you are leaving the interview hall after the interview is over.
- ✓ Don't forget to write letter of thanks to the interviewer at the earliest possible.

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