

# Placement Pillbox

Manual for Resume – GD – PI



Dear Students,

This manual is motivated by the desire that we have had for a long time to further enhance our ultimate desire to come up with a “have it all” manual for the last minute preparation before the spot light is beamed on the students on an interview table.

The purpose and objective of the “**Interview Cracker**” is to assist students garner the last moment preparation. A thorough analysis of the handbook will help you cope up with any form of an Interview. This handbook is everything that job aspirants may seek before going in for what they term as their biggest challenge; a day when years of education is assessed over a span of an Interview. With this edition of the “Interview Cracker” we aim at nullifying the anxiety and overpowering the nervousness by lucidly breaking down the so called ***Bermuda Triangle*** of a selection process: Resume, Group Discussion, and Personal Interview.

This book elucidates the following:

- Standard Resume formats with the basic Do’s and Don’ts of a resume.
- The common errors the students commit while drafting a resume.
- Intricate details such as font type, font size, spacing and much more to have your resume stand out from the rest.
- What is a Group Discussion and what is its importance in an Interview process.
- The techniques and the guidelines to set up the discussion and the ways to carry the baton through a discussion.
- The phrases to use to beautify the content during the course of the Group Discussion.
- Roles to be played in a Group Discussion.
- Power dressing for the interview.
- How to handle tough Interview questions.

The “*Resume-GD-PI Manual* ” will help you cope up with a solid preparation for you Big Day and come out with flying colors to achieve your goals. Go and have a crack at it.

**(Prepared by Team Identity)**

**Penned by – Prof. Jasobant Narayan Singhlal**

# RESUME

## 1. TYPES OF RESUME OR A CV?

**Standard:** This format gives priority to content rather than length and presentation. However, it should not be a pile summarizing everything in the portfolio. It should be used by undergraduates who have done a lot of projects and assumed various roles and responsibilities in the college and outside. If this information spills over to the next page, make sure to stretch it till the end by spacing and upsizing the font, not by adding frivolous content.

**Single-Page:** With 2 academic certifications and few years of college, most students have just enough skills to display. They choose and optimize the single-page resume. Optional categories like objective, Hobbies and Personal Info are removed to showcase Technical Skills, Trainings and Activities & Awards. By varying the fonts and order of the contents, even such simplistic CVs can be made to stand out in the crowd of hundreds of similarly formatted documents.

**Graphic:** A favorite of the younger HRs, such format employ colourful fonts, candidate's photos, self-appraisal of skills and geometric shapes containing assorted data. Readily available as templates online, they should be printed on solid paper to retain the classy feel as seen onscreen. Care must be taken to meet the guidelines of the recruiter if there is a prescribed format. While this is an appealing way to exhibit your strengths, you should also match it with your oral performance in the interview.

**Video Resume:** A fairly new trend that seeks to do a micro-interview before the real one, this format is a cakewalk for the Insta generation. By setting the right angle of camera, lighting, volume, attire and body language - perfect video resumes can be created by almost everyone. Remember to speak impromptu and not read from a script. A smile and tone management will set your profile a class apart and increase your selection chances

## 2. CONTENT OF A RESUME'

### IMPORTANT SECTION (Recommended)

**Header** - Start your resume off with the most important information first: your personal information! Include your full name, phone number, email and personal branding website if you have one. It's also appropriate to include your permanent address, but this can be optional.

### **Education & Qualification**

It's recommended to write all your details in reverse chronological order i.e. most recent is listed first. We can use either a tabular form or descriptive form.

## Examples :

- |     |   |                      |
|-----|---|----------------------|
| (i) | <b>B.TECH ( ELECTRICAL)   ITER   SOA UNIVERSITY   Odisha   7.9 CGPA till 5<sup>th</sup> Sem</b> | <b>(2017 - 2021)</b> |
|     | <b>12<sup>TH</sup> IN SCIENCE, CHSE, ODISHA,</b>  | <b>2017</b>          |
|     | <b>10<sup>TH</sup> FROM ST. PAULS, ROURKELA,</b>  | <b>2015</b>          |

## Internship Experience / Project Experience/ Industrial Training

Mention title, a brief summary of the project with duration.

E.g. **Intern, Investiga, Mumbai**

**05/2016 – 08/2016**

Gained insight to the financial industry as sit-in phone team observer. Attended in-service training classes for wholesale and investment representatives. Prepared documents needed to implement plans selected by clients.

- Expanded product knowledge, especially on variable annuities.
- Increased confidence as presenter delivering two speeches.
- Gained functional overview of daily operations of insurance / investment firm.
- Sold company on idea of an intern in spite of poor global market.

## Technical Skills

- **LANGUAGE : C, C++. Java**
- **SECURITY:** McAfee SIEM/EPO/NSM, SecureWorks, IDS/IPS, Sumo Logis cloud-based log management, SSL certificate configuration and management, Juniper NetScreen/Palo Alto Networks firewall
- **NETWORKING:** Wireshark/TCPView packet analysis, DNS servers, mail server
- **OPERATING SYSTEMS:** Windows XP, Vista, 7, 8; Windows Server 2003, 2008, 2012; Linux including CentOS, Ubuntu
- **VLSI/Embedded system**

## Awards & Achievements

This section is mostly not for school-related awards. Rather, this section is for awards received, commendations or praise from senior sources. Make sure to mention what the award was for if you can. By writing about your experience in terms of achievements — not boring job descriptions — you convey three things:

1. You have the required experience or skills.
2. You're good at this work or at using these skills.
3. You take pride in and enjoy your work.

E.g. – Use verb forms like Completed, Won, Achieved, participated, received etc

- Awarded as best dancer in eastern zonal region by state government.
- Arranged and hosted a team building activities, which resulted in improving communication with classmates of my department.
- Captained my college team in inter university cricket championship

## **Extra-Curricular Activities**

We mostly get confused with what to write under this section. Let's have a clear understanding on this. We can categorize this into two types:

### **Sports/Athletics**

- Foot ball (Soccer)/Volley ball/Basket ball/Hand ball/Rugby(American Football) – Have/Has/Was a part of the inter/Intra-School/College/University team.
- Cricket/Soft ball/ Base ball – Have/Has actively participated in Inter/Intra-School/College/University Cricket tournaments.
- Track and Field- Have/Has participated/represented my Stream/College in Inter/Intra School/College/University Track and Field sports events with a special interest in 100/200/400 Metre. Race (Dash/Relay/Hurdles), High-Jump, Long-Jump, Triple-Jump, Shot-put thrown, Javelin Throw, Archery Etc.
- Indoor games – Chess, Carom.

### **Non-Athletic Activities**

- Singing/Dancing/Mimicry - Have/Has/Was a part of the inter/Intra-School/College/University Band/Group/Association or Solo-performer.
- Acting/Actor/Drama/Theatre - Have/ Has actively participated-in/Associated with Inter/Intra-School/College/University Society for performing Arts.
- Debate/Elocution/Quiz/Social Activities (Service)/ Volunteer (National Service Scheme)-Under Ministry of Youth Affairs & Sports. General Awareness Programme
- Modelling /Photography.
- Paper Presentation, Any event management, cultural club member, students representative also include Extra-curricular activities

### **Industry Recognized Certifications**

These stand for courses which students can undergo as per industry requirements. For examples:

C, C++	Big Data Analysis using Hadoop and Spark
Java C Core (Advanced)	Artificial Intelligence & Engineering Applications
Oracle	IOT & Industrial Application
Dot Net	Machine learning & AI
J2EE	VLSI
PHP with My Sql	Embedded System & Robotics
Android	Mobile Computing
AR & VR	ITIL
Drone	Six Sigma
Cloud Computing	VLSI
Ethical Hacking	AutoCAD

Enterprise Network	SCADA
Advance Concept Of Networking	CATIA
Web Development with MongoDB, NodeJS, ExpressJS and ANGularJS	<u>Ansys</u>
3D printing	Staadpro
AR & VR	Python
Cyber security	Block chain
Data Analytics	Business Automation

## **Seminar & Workshops**

Avoid using personal pronouns, use simple past participle form of the verbs like Awarded, won, participated, completed, received, achieved etc....

- i. Undergone two days workshop on "Ethical Hacking"
- ii. Attended one day seminar on "Robotics"

## **Industry Visit( If Any)**

**E.g. Adonis Electronics Pvt. Ltd , Mumbai**

**01/2015**

We learnt how the electrical and electronic parts of the cars are developed and tested before going to production

## **Don'ts for a Re'sume'**

- Don't title your resume as "resume."
- Don't include personal information beyond your name and contact. Interviewers hardly show interest on your age, race, marital status, sexual orientation or hobbies.
- Don't include a photo of yourself until asked.
- Don't use personal pronouns (I, my, me) in your resume
- Don't use funny email address
- Don't mention declaration at the bottom of your CV

**Note : However stay flexible to mend your resume as per expectation and instructions of the HR recruiters.**

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# **GROUP DISCUSSION**



## 1. WHAT IS GD & WHY IS IT CONDUCTED?

A GD is a communication act where the candidates are given a topic to discuss on and they are supposed to discuss both the positive and the negative aspects of the given topic. It is different from a Debate in the sense that nobody is here to exclusively speak for or against a topic. It is just that all the negative and the positive aspects of a topic are discussed being discussed with everyone respecting each other's views. The primary objective is to find out the degree of consensus and a fruitful outcome on a topic at the end of the GD.

## 2. CATEGORIES OF GROUP DISCUSSION TOPICS

There are generally two types of Group Discussion topics.

- i. **Topic Based** - Based on specific topics, Could be Factual, Controversial, or Abstract topics. Normally used during recruitment process in organizations
- ii. **Case studies** - Tries to simulate a real-life situation with an objective to get you to think about the situation from various angles. Information about the situation is given and participants are asked as a group to resolve the situation. There are no incorrect answers / perfect solutions. These types of GDs are normally used by Management Institutes. **Group tasks** are given where participants are asked to present followed by discussion. Mostly Consulting companies are using case studies as a part of recruitment process.

### Topic Based Group Discussion

**Factual** – These topics are about practical matters, which people in general have heard or are aware of. Typically these are socio-economic topics which may have been in the news lately, or could be unbound by time. It gives a candidate a chance to prove that he is aware of his environment.

**E.g. The Education Policy of India, Tourism in India, LokPal Bill**

**Controversial** – Generally argumentative in nature and are meant to generate controversy. Noise level is usually high, there may be tempers flying. Objective is to see how much maturity the candidate displays by keeping his temper in check, by rationally and logically arguing his point of view without getting personal and emotional.

**E.g. Reservations should be removed, Women make better managers**

**Abstract** – These are about intangible things. Usually not given often for discussion, but their possibility cannot be ruled out. Objective is to test your lateral thinking and creativity.

**E.g. A is an alphabet, Twinkle Twinkle little star, The number 10**

### CASE STUDY:

It's one of the crucial rounds in the recruitment process, adopted by many companies to assess the following:

- Communicating ability
- problem-solving skills
- analytical Ability
- strategic and logical thinking
- practical judgment
- professional demeanor
- Willingness to participate

Basically a situation or a problem will be given to your group. You have to work as a team and find out a solution to that. You may have to give a short presentation of the discussed solution or recommendations that problem/situation requires.

### **Types of case study**

Mostly case studies are of market scenario and business sector related.

#### **It can be of:**

- A merger between two related organizations, for example, merging of technologies, merging of leadership teams
- a well-established company wanting to set up production... or distribution in another country.
- a company wanting to launch a new product or service.
- a company facing declining profits due to increasing competition.
- a company wanting to upgrade their existing technologies.
- a company wanting to boost sales, or to grab market share.
- a company wanting to restructure the prices of its products and services.
- a company wanting to invest in a new business.
- a company wanting to reduce its costs.

#### **It can also be from:**

- Digital Engineering
- Technology Transformation
- Data Analytics
- Architecture Strategy
- Human Capital
- Strategy & Operations
- Change Management
- E-commerce Platform

## **3. PROCESS OF GROUP DISCUSSION**

- 10-12 students are generally asked to participate in a group, though in some cases, up to 16 people may be included in a group. The GD generally lasts for 15-20 minutes.
- For a topic-based GD, 2-3 minutes of thinking time may be given; though the group is often told to start right away. For case studies, however, about 5 to 10 minutes is given.
- Evaluation is done by Moderators or GD experts. Experts observe all details, even if the GD is chaotic.
- Candidates may be seated in a circle or in a rectangular arrangement, with/out a table. Seating arrangements may be prefixed.
- Discussion may be stopped at the set time / even earlier. Conclusion and summary may be asked for if not made during the stipulated time period given.

## 4. EVALUATION CRITERIA OF A GROUP DISCUSSION

**Content** - Combination of knowledge, relevance & ability to create logical arguments on the basis of that knowledge.

**Communication Skills** – It includes Inter personal skills and assertive communication. Besides listening, evaluators observe your ability to express ideas clearly & concisely, build on others' points, sum up the discussion made by the entire group.

**Body Language** – The seating posture, gesture, eye contact, and facial expression is observed here.

**Group Dynamics** - The evaluators observe participants' willingness to listen & discuss various points, ability to appreciate good points made by others, ability to disagree politely & summarize.

**Leadership** - Evaluators evaluate on basis of who initiates the discussion, allows others to express their views & channels discussion to a probable decision.

## 5. PREPARING FOR GROUP DISCUSSION

Have you heard yourself saying these participating in a Group Discussion?

“I couldn’t finish”/ “I couldn’t start”/ Nobody let me speak”/ “I didn’t understand the topic”/ “Someone else dominated the GD”

**Here is how you can better prepare for Group Discussions...**

### I. CONTENT

- Develop subject knowledge on current affairs, general awareness & business trends.
- Structure arguments [for & against] on selected topics, considering both sides to the argument.
- Plan for short and crisp points.

### II. DISPLAY BEHAVIORAL TRAITS

- **Leadership** trait by showing direction to the group whenever group moves away from the topic, coordinate the effort of participants.
- **Assertiveness** is displayed when you put your point to group in a very positive & confident manner.
- **Listening** skills can be displayed by striking a proper balance between expressing your ideas & imbibing suggestions.
- **Creativity** is reflected when you put across a new idea, such that it is discussed at length by the group.

### III. PRACTICE

- GD skills cannot be learned from books. Get into practice groups.
- Get skilled people to observe and give feedback.
- Spend a lot of time analysing each GD performance. Plan specific improvements.

## 6. **FAQS (Frequently Asked Questions)**

**a) *If the group members are not allowing me to speak, how I can take my chance to speak?***

Ans. In a GD chance is not given, it's taken. Put your efforts repetitively and you are sure to get a chance.

**b) *What should one do when someone is deviating from the subject?***

Ans. That is surely your chance to score an extra point, when you put effort to bring the team back to the discussion without offending the speaker who was deviating.

**c) *Is subject knowledge really needed for GD?***

Ans. Yes, however, not inevitable, with vague knowledge also you can win the fort.

**d) *What is the power position?***

Ans. A position in the geometric form of the sitting arrangement from where you can see all the candidates to make a better conversation.

**e) *When you don't understand the topic what should you do?***

Ans. You simply wait for someone to start, once GD starts, you get an idea of what to speak and then shoot your point.

**f) *When all the members of the group don't understand the topic, what should be next things to do?***

Ans. If all doesn't understand, then you can request the panel to change the topic.

**g) *What does a moderator do once given the topic?***

Ans. He could watch you within the room or may be through some camera in some other room. Ensure you do not look at him till the GD ends.

**h) *Can a moderator interfere in the discussion?***

Ans. Usually not until it's really needed.

**i) *When the discussion goes beyond the time, and the moderator does not say you anything, what should someone do?***

Ans. It is better to keep a track of time, so if the time is up and you are not instructed to stop, then kindly pay a heed to the watch and take an initiation to summarize and end.

**j) *If the entire group can't reach in a conclusion, what should you do? Shall you ask to the moderator to conclude this?***

Ans. Never. No topic is so difficult that no one will be able to reach an end to it. Recollect the main points discussed throughout and then summarize by saying them.

**k) *Difference between summarization and conclusion?***

Ans. Summarization is just a recap of all the important points discussed and conclusion is what you draw from the summary of the GD, ending with a thanking note to the team members for their participation and the moderator for his facilitation.

**l) *What shall you carry in a GD?***

Ans. A notepad and a pen.

**m) *What should be my gesture?***

Ans. Correct usage of hands and facial expressions without pointing finger to anyone and that suit the topic and your own personality.

**n) *How will you pass the topic to the next person sitting in a GD?***

Ans. After you are done kindly pass it on by saying phrases like “This is what I had to say, would request my friends to add something regarding the same”.

**o) *When someone is trying to speak but not able to do, what should you do?***

Ans. Your chance to score an extra point. Make a chance to that person but still if he/ she doesn't speak then no going back.

**p) *When your opinion /statement is over and you give chance to other but the members of the group are not saying anything then what will you do?***

Ans. May be the topic is a little too difficult for others, so help them by putting forward a question relevant to the topic so that they capitalize on the idea to speak to the topic.

**q) *Two Minutes left how will you inform the group?***

Ans. Phrases like “This discussion is going really very good, however we are running out of time so would request add points of any so that we can summarize the discussion Or else “since keeping the time frame in mind I would like to summarize the topic by saying....”, “would someone like to add something to this?”

**r) *Difference between starting and initiating?***

Ans. Starting is easier; it is just wishing everyone present and thanking the panel. But it is always advisable the person who starts should always initiate. Initiation needs a sound knowledge on the subject matter and good communication skills. An initiator not only starts but also shows path to the entire team which way to follow for the entire course of discussion. You must Initiate by wishing the group members, Introducing self and the topic, setting up the agenda, followed by sharing own opinion and then inviting the other members to speak.

**s) *How to speak if I do not get a chance?***

Ans. Nobody gets a chance, it is that you will have to snatch it.

**t) *What to do if I see someone contradicting my views?***

Ans. You just have to remember that you are in a GD and not a debate, so accept and acknowledge his/her point too and add yours.

**u) *Is it that I speak more and I earn more points?***

Ans. You speak sense and you earn points, but do not over do that, if you are the only noticeable person there suppressing others then it is going to get you some negative points! So be careful.

**v) *What do I do if I see someone not speaking at all?***

Ans. if you make way for someone to speak once, you score a bonus for that, but the trick is that you cannot do this frequently. It is definitely not that you will keep making ways for others and your score board will go up. Showing the skill that you are a team player is good, but overdoing it can spoil the game.

**w) *What do I do if the Topic is alien to me?***

Ans. First of all, do not expose yourself by expressing that you are lost. Stay patient, let some members contribute, then listen to them and connect with them with your opinion or questions.

## 7. GD TOPICS

General /Factual	Current/Trending	Controversial	Abstract
IIT : Every child's dream	Are digital payments secure enough for the Indian economy to go cashless?	Ayodhya Case Verdict	Alphabet starts with A and ends with Z
Dark side of the glamour Industry	Automation : a serious concern for Indian IT industry	Smart City is just a buzz word or a reality?	How free are We
Smart work or Hard work.	Impact of Online Education	Making Aadhaar mandatory – Justified?	If I could, I would, should I?
Gender bias in portraying Women in Advertisements	Atmanirbhar Bharat Abhiyan	Digital Marketing – Boon to any business	A1
Break the news for Breaking News	Will Biden really prove as a successor to Donald Trump	Do we need smart cities or smart laws in India	Roses are red, crows are black
The road to happiness is always under construction	Online Education – Need of the hour	Triple Talaq – boon or bane for muslims	Geography may remain same, History need not
A coward dies many times before his death	National Education Policy 2020	GST : Falling from frying Pan into the Fire	Man is saved not by faith but by work
Menace of drug addiction	Job Crisis in Covid 19 scenario	Women Empowerment - A Cause for Increasing Divorce Rate in India	Silence has a voice
Narendra Modi's foreign policies	Netflix, Amazon, hotstar : impediment to youth success.	Merit or Seniority – Better criterion for promotion?	The third eye
Indian culture: a myth or a reality	Impact of Technology on jobs	Is Modi Govt. worth of getting another tenure ?	Life is a chair
Tolerance is the new key to national unity	West Bengal Election results – Expected or unexpected	Military politicization : unhealthy to India's safety	Last is not the least
Politics, Bureaucracy and Politics: India's own Bermuda Triangle	Impact of COVID-19 (Coronavirus) on Global economy.	How ethical is Hacking	Patience: A virtue in business and management?
Globalization versus Nationalism	WTC Final India vs New Zealand	Do brands rule our lives?	It doesn't matter
Corona: a human made disaster	Farm Bills 2020 – Pros, Cons & Challenges	Using animals in medical research helps people	Straight trees are cut first
Cheap labour in India	Merger of Public Sector Banks: How productive is the merger of Banks?	DIGITAL WALLETS: Has it made life easy?	Brevity is the soul of wit

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# PERSONAL INTERVIEW

## 1. INTERVIEW PREPARATION (MAT)

### MIND (WHAT DO RECRUITERS LOOK FOR IN A CANDIDATE)

We all know first impression is the lasting impression. In a first meeting an employer can judge how you are as an individual. There following qualities that an employer mostly looks for in a candidate.

## 2. APPEARANCE

Attitude	Communication skills (Verbal, Written, & Listening)
Ethics	Multi taker
Pro activeness	Basic managerial Skills (Team Building Leadership)
Confidence	Industry knowledge
Domain knowledge	Analytical
Industry knowhow	time manager
Honest / Integrity	Computer skills
Emotional Quotient	Event Management skills

### FORMAL ATTIRE (MEN)

- **Shirts:** Men can wear a plain light colored formal shirt and tie. White, off white, pale, blue shirts are preferred. Try and avoid broad or thick striped and also checkered shirts. Shirt should be tucked-in
- **Trousers:** The trouser should be plain and of dark shade. In the winters, a conservative suit or blazer of solid (e.g. black/navy) color. Trousers could be with or without pleats. Both are acceptable.
- **Ties:** To play it safe, choose a traditional silk tie. No loud colors or patterns. The tie should be simple, conservative and not too flashy. It should match or be in contrast to the color of your shirt or the suit. It may be wise to avoid ties with images and designer logos. Your tie should co-ordinate with your attire. The knot should be a perfect triangle.
- **Socks:** Choose a color that coordinates with your trousers (usually black, dark gray, dark brown or dark blue). Make sure they are long enough not to expose your skin when you As a thumb rule, do not wear white socks.
- **Shoes:** Wear a good pair of leather shoes- black and brown/tan shoes. Shoes must be neatly polished. Do not wear shoes that look casual. Also, do not wear shoes with worn out heels.
- **Belts/Girdles:** Wear only formal belts with a sleek buckle. As thumb rule match your belt to your shoes.
- **Watches:** Preferably wear leather strapped watches. If you wear a metal strapped watch, make sure that it fits the wrist well.
- Avoid casual dressing such as jeans and T-shirts.

### FORMAL ATTIRE (WOMEN)

In India, women are often in a dilemma when it comes to dressing for an interview. The reason is they cannot decide whether to opt for western outfits or the traditional Indian formals. And since most of the companies hiring in India allow both of them, it is suggested to choose that style of dressing in which you feel comfortable.



- **Indian Formals:** If you go for Indian formals, use a plain cotton salwar kameez/chudidaar with a plain dupatta. Avoid low-cut necklines. Preferably light pastel shades. Don't go for very colourful clothes.
- **Western Formals:** When choosing western formals, use a plain light coloured blouse with a formal trouser or skirt of conservative length, up to the knee. Preferably dark shades for the trouser. In winters, a blazer or a conservative suit could be used. Preferably choose small prints. Avoid plunging necklines, sleeveless and tight fitting clothes
- **Shoes/Sandals:** Shoes with 1 ½ - inch heels are standard. You may wear a pair with smaller heels or a flat pair. Stick to a black/brown pair. Kindly ensure your shoes are polished and that your heels are intact. Do not wear colourful sandals. Avoid heels and sandals with bling. Avoid white colour sandals as they get dirty easily.
- **Bags/Vanity:** Apart from your working bag if you are carrying an additional bag, preferably, carry a black or a brown one.
- **Hair style :** Either a bun or Pony
- **Accessories:**
  - **Ear-rings:** Wear studs or small rings. Do not wear hoops or dangling earrings.
  - **Bracelets/Bangles:** You may wear either a bracelet or a bangle. Avoid chunky bracelets or too many bangles.
  - **Rings:** Keep them simple and not chunky or the ones that do not catch the eyes easily.
  - **Chains:** You may wear thin chains with small lockets.

## PERSONAL HYGIENE

- Use comfortable cotton clothes
- Get your clothes cleaned and ready a day before the interview
- Before going for an interview, ensure that you have all the required clothes.
- Nails and teeth should be neat and clean
- Hair should not be too long; beard should be properly trimmed and kept. (Men)
- Do groom your hair, long hair can be pulled back into a low bun. Ensure it doesn't fall over the face while interacting. Avoid color streaks for hair. (Women)
- Shoes should be polished
- Take care of your body-odor. Use a talcum/deodorant after your bath but ensure not to overdo it
- Try not to wear sneakers, noisy shoes, or very high heels for an interview
- Never bring chewing gum, coffee, iPod etc. to the interview.
- Wear a smile on your face.
- Ensure you carry a handkerchief.

## 3. TONGUE

### PROBABLE FAQs IN THE INTERVIEW (FREQUENTLY ASKED QUESTIONS)

#### I. Tell me something about yourself.

*This is the most probable question for any HR interview. This unique question really is an opportunity for you to take control of the interview and position yourself as the perfect candidate for the job. You will have time later to walk through your resume in more detail and fill in any gaps. Don't try to squeeze in too much information or your interviewer will start to tune out. A good interview is a dialogue, not a monologue. Keep it concise and give your interviewer the chance to dive in and ask questions. While telling something about yourself you may include*

*your place, personality type, job related technical and behavioural skills set, free-time activities, Learning from life, and immediate career goal.*

## **II. What are your career goals?**

**The reasons of this question:** *This question will test your ability and ambition to develop yourself as well as the ability to plan for the future.*

**Levels of career goals:** *If you are not sure about your goals, then answer: To be honest, I haven't focused much on my long-term personal goals, however, have always wished to excel what I do.*

- *For example, you are applying for a sales manager, but your career goal is to become the head of marketing department in the next 5 years.*
- *Current job oriented career goals: For example, you are working as a sales manager, your goal is to become the area sales manager in the next 2 years and in the next 5 years, you will be the regional sales manager.*

### **How to achieve those goals?**

- *Identify what you have to do to achieve your goals?*
- *In the next 6 months, 1 year, 2 years, what will you do?*

## **III. What are your key strengths?**

*This is another common question in any HR interview. The idea here is to understand how much you know about yourself and how confident you are about your strengths. Just stay positive. Collect some job specific & industry related skills which you can match with the job position. You can also change this as per the requirement of the interview. Knowing a bit about the profile you are being interviewed helps as well. Explaining your strength with an experience from the past is desirable here.*

### **Example:**

- *"Sir, my greatest strength is my ability to learn things quickly. For example, I had to represent my college in an inter college science exhibition, and was introduced to the team at the very last minute. I was able to understand our exhibits and artifacts and present them with great success".*
- *"I think my greatest strength is my positive attitude, even during the most hardest of times. During my college project, there has been couple of occasions, when our idea was not falling in place and the results were negative. I had to believe and think positively and keep my team motivated to persist on our idea, and finally we got the desired result."*
- *"My best skill would be my verbal ability and articulation skill. I have worked as an editor for our college magazine and have been involved with various literary forums during my school and college days.*

## **IV. What is one thing, which you want to improve about yourself? (OR) what are your weaknesses?**

*This is a tricky question. The expectation here is to answer a negative trait with a positive twist. Something which in general is a weak point of a person, but is alright from an organization perspective.*

### **Example**

- *"I tend to try to take up too many things, leaving little time for myself." I have learnt to prioritize my tasks and being selective to come over it.*
- *I usually prefer to stay perfect. "Sometimes I become over-detailed while executing a particular task, leading to too much concentration on one single task to get it to perfection. I have started giving a final touch to all the tasks instead of going in detail all by myself.*

#### **V. Where do you see yourself in 5 years from now?**

*This is a question intended to know, what are your career aspirations, how long would you be committed to the organization, is there any immediate plans for you to move on etc. If you have an actual plan, explain it with reasons. If you do not have any specific plans as of then, give a generic answer along with some interesting activity you would like to take up.*

##### **Example**

- *“I would like to see myself in one of the senior positions in the organization contributing to technology as well as participating in business growth. I hope, I can position myself with relevant experience by then.”*
- *“As a fresher, I am assuming by first five years will be a huge learning curve. I want to absorb much of the industry knowledge and also to sharpen my technical abilities. In next five years I see myself playing various roles in the team from a developer to leading a team.”*
- *“I would like to see myself as a technical architect in next five years. My core competency is with technologies, and I would like to work and contribute in the field of most recent technologies and advancements. I would like to get take up some of the major technology certifications”*

#### **VI. Have you been in some challenging situation? Explain how you handled it?**

*This is usually an add-on question to explain your strengths that you mention previously. This is good opportunity to give a suitable example, as to why you mentioned what your strengths are.*

##### **Example:**

- *“Yes, we did have some challenging situation during our final semester project delivery. Usually the kind of code logic we were trying to implement, works with a 64bit processor, while we were trying to make it work with a lower configuration, due to budgetary constraints”. Theoretically it was possible, but result was not coming through and the team wanted to give up and upgrade the hardware. I was positive, that this will work and that we stick to the plan and figure out our actual problem. It took some effort to convince my team, a lot more hard work and few extra hours of reading, but finally we stayed positive and cracked the issue and delivered the project.*

*(The above example, explains your strength like Positive thinking, hard work etc.)*

- *“I have a huge passion for sports and have been a regular member of college athletic team. There was an event coming up slightly ahead of one of our exam schedule. Although our coach said, I can skip the competition, I was sure I can win points for the college. So I decided, I will put in extra time in studies late evenings, while also practicing and attending the event. I had to stretch a bit physically & mentally, and also manage my time tightly. But finally I was able to win the tournament and also come out with good scores in exam.*

*(The above showcases, you multitasking capability, time management, passion for things and hard work)*

#### **VII. Why should we hire you?**

*As a fresher, you can't commit to any expertise in any specific domain. So this question is intended to understand what quality of yours will be helpful most for the company. Knowledge about company and what quality of yours suits the organization, is the key to answer this. In case you don't know much about the company, quick learning ability, flexibility, team player etc are few common qualities that will fit any organizational needs.*

**Example:**

- *"I have had some internships and industry exposure. So being a fresher, it will still be easy for me to adapt to the new environment & technology, which will significantly lessen my training cost." In addition to the job responsibilities, I can also contribute the company in managing its events, product launch, in proposing to thinktank team.*
- *"I have a sharp learning curve, which will help company ramp me up quickly as a productive resource. An example of my learning curve is my final year project, where I have worked on a short time frame on an entirely new technology"*
- *"I am a strong team player a good leader. I have been leading teams for technical and cultural activities during my college days. In your company I will be a great player within any challenging team and provide leadership when opportunity arises".*

**VIII. What are your hobbies and interests?**

*You cannot say, you don't have any other interests, other than academics. Even if you are very studious, your answer should include reading non-textbooks and following cutting edge stuffs in technology. A company looks for a candidate who are more rounded and keeps diverse interests in life. Identify one of your interests other than academics and prepare answer based on that (Don't include eating, watching TV, sleeping etc.)*

**Example:**

- *"I love singing and I also play instruments like Guitar."*
- *"Outdoor sports is my interest. Specifically cricket"*
- *"I write. I am a blogger too."*

**IX. Who is the most inspiring person in your life**

*The important part is not who, but why? When you answer this question with a name, you should follow it up with why he / she is most inspiring person. Try mentioning someone besides your parents to grab the attention of the recruiter, however parents are not negated.*

**Example:**

- *"My greatest inspiration is Sachin Tendulkar. He had such a humble upbringing & his hard work took him to the greatest heights in the world of sports. He still keeps himself rooted and stays humble. I also believe in hard work and humility".*
- *"My greatest inspiration is my dad. He has always guided me to not to worry about my weakness and take most advantage of my strengths. This has developed a lot of confidence in me during difficult times."*

**X. Are you willing to change your role and profile when required for project?**

*As a fresher, your most sought after quality is flexibility. You need to showcase, you are flexible and ready to learn. Saying you are flexible doesn't necessarily mean, you will be forced into things, you don't like. It just shows your positive attitude to learn and try new things.*

**Example:**

- *"Yes, most definitely sir. As a fresher, I hope and wish to learn as much as possible. I believe taking up different roles and profiles only helps me learn and grow in this industry"*

#### **XI. Are you ready to relocate?**

*As long as you do not have any compelling reasons, being a fresher it is better to be ready for relocation. Today's IT industry works on global operation model, where they have offices located at several locations. These are staffed strategically, as per need and business requirement and there could be a need for your skills at a particular location. Being flexible enough to suit the staffing need of a company is a great advantage for a fresher and since most of fresher move around with less baggage (example: being single), it is easier for company to move them at short notice. Remember, this applies for a foreign country placement also. So denying a relocation means, you are also saying "No" to an onsite opportunity as well.*

##### **Example:**

- *"Yes, most definitely. I believe being at different locations helps me learn about new culture and people."*
- *"Yes, I don't see a problem in relocation. It's always a better learning experience than being around with same environment and people"*

#### **XII. Do you wish to pursue higher education?**

*If you are seriously considering higher education, it's wise to say so.*

*If you are unsure (may be – May not be), your answers could be –*

- *"I am interested in higher studies, but not immediately. I want to get started working and then look for higher education based on my experience and career progressions."*
- *"Yes, but not immediately. I plan to take up part time studies, with either an MBA or an VLSI engineering masters, depending on which will be more beneficial for my line of work." Some companies support and provide various incentives for part time, full time studies. If you already know of any such programs, it will be good to align your answer according to that.*

#### **XIII. Interview Questions on about Company**

*In today's world, with so much information available online and through various sources, it is a grave mistake to remain unaware about the company, you are attending the interview for. A good knowledge about the company during the interview shows your genuine interest in getting placed. Few basic things that you need to look up about a company are*

- *Domain expertise of the company*
- *Various industries they cater to*
- *Few niceties about being employed at that company (Eg: Best employer award by Times magazine)*
- *Locations they operate from and main business geographies.*
- *Company history, its current leaders*
- *General working culture*
- *Any subsidiaries or affiliated companies*

#### **XIV. Why do you want to work for us?**

*Mention some good word about the company at the same time; try to align strength of yours with the company vision or goal or working culture.*

##### **Example:**

- *"Working for an organization, which has won best employer award multiple times, in itself is a motivating factor. But more importantly, I would like to start off my career at a place, which values ethical practices and encourages overall development of a person."*

- *"I have always admired XYZ (company), for the cutting edge products and developments it bring about in the modern world. The impact of our work, is directly reflected among the society in general, which is a great feeling. I would like to be a part of this modern day game changer bandwagon.*
- *"I believe, life is always a mix of hard work and fun. I find the work culture of your company to carry the same principle. "Work hard... Party harder". What better way to start off my career, than at a place, where I will feel like home."*

**XV. What is one thing that you like about our company?**

*Again, always know about the company before choosing your answer. A wrong line of answer could cost you the job itself. A detailed research about the company may give you lots of advantages.*

**XVI. What are your expectations from your first job?**

*You can always quote a simple vision or strategy which you like about the company. As a fresher, your most important expectation should be "To Learn" & this is what most companies expect from you. There could be additional personal expectation like contributing to society, placing yourself within corporate world, paying off your education loan etc.*

**Examples:**

- *"I have had lot of studies during all these years, but mostly theoretical leanings. My first & foremost expectation from my first job would be to learn how all these are applied in a practical and industrial way. I also want to be a part of the corporate culture and learn how this is run."*
- *"I consider my first job as an extension of my studies only. More like a practical class. I want to learn a lot of new technologies, learn how the corporate world works, be part of a big energetic team and contribute to the projects, develop my soft skills and to prepare myself for tougher challenges in future."*

**XVII. Do you want to ask us anything**

*MOST IMPORTANT QUESTION!! Never ever, go into an interview without preparing to ask any question. Always keep a question handy. This is your opportunity to voice any of your concern regarding the job profile, company profile, location, timing etc; if not already covered in Pre Placement talks. If you really do not have any questions, ask some general questions like does company provide any higher education opportunity, does company encourage corporate social activities. Etc.*

**XVIII. Suppose you win a huge money in jackpot, would you still work?**

*Few tricky question like this might be thrown at you during HR interviews. These are not harmful or make-or-break your chances type of questions, however, it is wise to take such light hearted questions, in its light hearted manner (of course with a smile).*

**Example**

- *"Would go for a fixed deposit , will try to gain a lot by serving your company for at least 2 to 3 years, then I will pursue MBA , and start off with a business venture of my own.*
- *"I always wanted to encourage entrepreneurship and motivate youth in job creation. I guess I might invest the money in some startups.*

**XIX. What is the difference between Hard work and Smart work?**

*Hard work may give results but it takes much time. Smart work will give optimum results with less work and within less time. Because smart work is a intangible asset of genius. Or In simple words: Hard work means work and then think. Smart work means think and then work.*

**XX. Can you work under pressure?**

*Interviewer would like to know, how good are you at handling tough and challenging situations.*

**Example**

- *"I believe that if we love what we do, we never feel the pressure. And we must always be ready to face the upcoming challenges. So I think I can do well".*
- *"I always try to face challenges in my life. So pressure doesn't matter. Working under pressure is the opportunity to know about my ability and gaining confidence".*

**XXI. Would you lie for the company?**

*I am afraid I can. Lying is only the tool which helps us to escape the current situation, but one day later we have to face it, with some more consequences. So it's better to face it today and find the solution.*

**XXII. How long do you expect to stay with us if hired?**

*Potential employers must ask about your expected timeline to determine whether hiring you is a good investment. Some positions are short term by nature. Alternatively, other jobs deal with long-term projects that rely on a dependable longstanding team. Remember to be truthful about your current time line.*

*Give a positive answer. This will assure the hiring manager or interview panel that you are ready to contribute to the company either in the long term or the short term. You do not need to give a speech, but you do want to give the impression that you are excited for the position.*

**Example**

- *I have already heard about the company and the friendly work environment. I know its going to be a pleasant place to work with. I am looking out for the long term career here. I want to grow along with the company.*
- *I would like to work here till my talents are best utilized for the company growth, if the company still needs me then there's no way of quitting it, but I'm not thinking of how long to work here since this would be my first company to work for I need to give my best performance on my work so that under the company is proud of me.*
- *I am steady sort of person, I do not like changing jobs as far as possible. If the challenges are as great as I feel from this interview and I make good progress in the organization, it would be a long term commitmen*

**XXIII. What if you are not selected for this position?**

*This question will be asked to see whether the incumbent has any alternate plans or how much he is interested in the company. But always show a positive attitude to answer this tricky question.*

**Example:**

- *First thing to say, I came here to give my best, haven't really thought of anything about what to do if not selected. So I take this as a positive learning curve and ensure I come back stronger the next time round.*
- *Success and failure are both imperative aspects of our life. If I do not make the cut today, I would take it in a positive way but I would like to know where I lack & what areas I could sharpen up so, that I can ensure future success.*
- *Obviously, I will pinch me a little. Who deserved, they got it. Life has to move on, I shall work harder to better my job specific skills and shall come out shining.*

**BEST WISHES!!**