

Interview Essentials

🕒 Time Spent : 00 Hours 26 Minutes 41 Seconds

</> Interview Essentials

➤ What Is A Job Interview?

- ✓ A job interview is a formal conversation that occurs between a potential employer and a job applicant. During the job interview, the employer has the opportunity to assess the applicant's qualifications, and general skills for the job opening and the role.
- ✓ In short, an Interview is an interaction.
- ✓ One has to bear in mind; the essentials of a technical interview seeks accurate/correct response. However, an HR round of Interview primarily assesses the candidate's ability to comprehend and respond to questions. It's more of a personality assessment where the accuracy of response is secondary. The primary aspect is expressing the perspective.

➤ Traits That Get Assessed In An Interview

- ✓ Personal Characteristics: Do you have proper grooming? Do you have good manners? Do you maintain good eye contact?
- ✓ Self-Expression: Are you confident in expressing your ideas?
- ✓ Maturity: What about your overall sense of balance? Can you make value judgments and decisions?
- ✓ Personality: What are you like? Outgoing? Shy? Overbearing? Quiet? Will you fit into their corporate culture?
- ✓ Experience: What about your academic achievements? Involvement in extracurricular activities? Job skills?
- ✓ Enthusiasm and Interest: Are you interested in the employer? The particular job? Industry?
- ✓ Career Goals: What do you want to do in your professional life? Is it consistent with the company goals?

➤ Interview Types

- ✓ Face-to-Face
- ✓ Telephonic
- ✓ Video Conference

➤ Interview Category

- ✓ Technical (one – one or panel)
- ✓ HR (one – one or panel)

➤ Interview Checklist Before The Interview

- ✓ Research the company
- ✓ Research the role
- ✓ Find out how to get there
- ✓ Think of some interview questions you may be asked and practice your answers
- ✓ Prepare some questions to ask at the end of the Interview
- ✓ Get your outfit sorted
- ✓ Grab anything else you need for the Interview the night before (e.g., a copy of your CV, a notebook and pen)

➤ On The Day Of The Interview

- ✓ Arrive at least 15 minutes early
- ✓ Be polite and professional from the moment you enter the building

➤ During The Interview

- ✓ Give your interviewers a firm handshake when you meet them
- ✓ Be aware of your body language
- ✓ Take a deep breath before each question
- ✓ Take notes (if applicable)
- ✓ Ask questions to learn more about the company and the role
- ✓ Ask what the next steps and thank the interviewer for their time

➤ After The Interview

- ✓ Send your interviewer a thank-you email
- ✓ Follow up a week after the Interview to ask for feedback
- ✓ Be positive
- ✓ Be persistent – you may not get the first role you interview for, but maintaining the right attitude will increase your chances of success

➤ What Are The Key Competencies?

Skills that employers look for when recruiting. Some key competencies include:

- ✓ Teamwork
- ✓ Responsibility
- ✓ Communication skills
- ✓ Decision making
- ✓ Leadership
- ✓ Problem-solving
- ✓ Organization
- ✓ Goal orientation

➤ Critical Aspects Of Interview

- ✓ Dress Code
- ✓ Body Language
- ✓ Answering Top 10 common questions

➤ Importance Of Dress Code In Interview

- ✓ The way you dress for an interview gives potential employers their first impression of how you present yourself professionally. Even if you look great on paper, if you don't dress appropriately for an interview, you give the impression that you lack respect for yourself and those you meet.

➤ Interview Questions

Questions in an interview can be categories into 4 stages

- ✓ D1 - About yourself (Education, Family, Strength, Weakness, Hobbies etc)
- ✓ D2 – More details about answers given on D1 (If the hobby is reading books' – then —*Who is your favorite author — Explain the last book you read*)
- ✓ D3 – Any questions that cannot be anticipated or prepared. In this stage, the questions are asked to determine the confidence level of the candidate in varied subjects.
- ✓ D4 – Shuffling between D1-D2-D3 to determine the focus and stress levels of the candidate.

➤ Typical Questions Asked In Interview And Indicative Answer

- ✓ Tell me about yourself
- ✓ What are your hobbies?
- ✓ What are your strengths?
- ✓ What is your weakness?
- ✓ Why should I hire you?
- ✓ Tell me more about this company
- ✓ Why are you aspiring for this job?
- ✓ What are your salary expectations?
- ✓ What are your career goals?
- ✓ Why is your percentage fluctuating
- ✓ Tell me something that's not in your resume
- ✓ What is your dream company?
- ✓ What was the most challenging situation you ever faced?
- ✓ Are you willing to relocate?
- ✓ Are you willing to sign a bond?
- ✓ Are you willing to work on the night shift?
- ✓ If you don't get selected, what will you do?

➤ Tell Me More About Yourself [Self Introduction]

- ✓ State your name, where you are from, education background, family background in brief.
- ✓ *My name is Kiran. I live in Vijayawada. I completed my B.Sc in 2016 with a specialization in Computer Science. I live with my family of 4 members. My father is a government employee, and my mother is a teacher. I have two siblings. My brother works in Infosys, and my younger sister is pursuing her Intermediate.*

➤ What Are Your Hobbies?

- ✓ *I like reading books, playing cricket, and watching informative programs.*

➤ What Are Your Strengths?

- ✓ Speak about personality traits that add value to your life and can help the organization. Secondly, add examples of real-life incidents to substantiate why a particular quality is your strength.

➤ My Strengths Are

You should always give three qualities, below are some qualities that can help you:

- ✓ Hard-working
- ✓ Smart
- ✓ Confident
- ✓ Team player
- ✓ Disciplined
- ✓ Punctual
- ✓ High Performer – This is for students, who have excellent academic performances
- ✓ Consistent
- ✓ Flexible
- ✓ Adaptable
- ✓ Leader
- ✓ Solution-Oriented
- ✓ Multi-tasker
- ✓ Helpful
- ✓ Responsible
- ✓ Quick Learner

➤ What Is Your Weakness?

- ✓ Speak about personality traits that you need to work on. Also, state the action plan to convert the weakness into a strength.

➤ *My Weakness Is*

- ✓ I feel nervous when I have to interact with a group of people
- ✓ Straight forward attitude
- ✓ Trusting others
- ✓ Stubborn
- ✓ Laziness
- ✓ I come from a non-English medium background, hence am a little hesitant, when I have to interact quickly –but am working on it
- ✓ Am not a multi-tasker, I take up one activity at a time
- ✓ Am a little impatient – but am working on it
- ✓ I trust people easily

➤ Why Should I Hire You?

- ✓ Speak about your strength and build on what you answered on Q# 3.
- ✓ Every company has something called —Job Role||, that is the job that you will be doing. The job role is nothing but the position you will be working for. If you can form an answer around that, it'll be perfect.
- ✓ But if you are not aware of the job role, you can focus on your qualities, which is a strength.

➤ Some Sample Answers

- ✓ Am flexible I can work in any environment
- ✓ I like working in a challenging environment
- ✓ Am good with programming languages like C, Java, C#, DB, Tally, etc.,
- ✓ Am confident and hardworking hence, I will be able to work effectively
- ✓ As you can see in my resume, I have always scored well in my academics; I take my work seriously
- ✓ Am goal-oriented
- ✓ Am focussed

➤ Tell Me More About This Company.

Go through the website of the company. Speak about the

- ✓ Values the company stands for
- ✓ Their products & innovations
- ✓ How they have helped people build their career
- ✓ Their CSR contributions
- ✓ Company founder
- ✓ Company current CEO
- ✓ How many branches
- ✓ How many employees

➤ Why Are You Aspiring For This Job?

- ✓ Explain your career goal Explain your zeal to build skills
- ✓ Talk about our short term, and long term goals Explain how this job will help you achieve your goals

➤ What Are Your Salary Expectations?

- ✓ If you are a Fresher, never quote an amount. If you are experienced, you can ask for 30% higher than the last salary
- ✓ For freshers, speak about your focus on career and state the reason why you would accept the company's policy with regards to the salary package designed for freshers like you.

➤ What Are Your Career Goals?

Short Term : Speak about what you want to achieve in the next 2-3 years.

- ✓ To get placed in a job
- ✓ I want to work in a company, learning and growing
- ✓ To get a job and start taking family responsibility
- ✓ I want to work

Long Term : Speak about your desire to become an expert and contribute.

- ✓ As a team lead
- ✓ In a respectable position

➤ Why Is Your Percentage In Academics Fluctuating?

- ✓ If your percentage is low only in your graduation, but it's excellent during school and intermediate, then tell them, during school and intermediate days, there were few subjects and a lot of time and you focussed on education more, but in graduation, you also wanted to participate in other things like NCC or any other activities, because you tried to build on your personality not just score marks
- ✓ If your percentage is low throughout your education, then you can say, I study thoroughly, but I find writing exams a little challenging; however, I worked on my exam fear, and during my graduation, I scored much better
- ✓ Or you can be very genuine at answering, tell them it was an honest mistake of not being to score. Still, now you have realized being focussed is very important; hence, you have enrolled yourself in some course so that you can make sure you have acquired all the skills required for a successful professional life.
- ✓ Some of you who come from Medium Telugu background, but changed your medium later at graduation level, tell them you found it difficult to adjust to medium as entire terminology while writing an exam is very different. But you wanted to learn and be professional ready; hence, you took a risk, now you are comfortable with the medium.
- ✓ If you come from an uneducated background (both your parents are not educated), you can answer them by saying, I come from an illiterate background; hence, I did not have enough guidance, but though my percentage might not be high, my hard work is top.

➤ Tell Me Something That's Not In Your Resume

You should share experience in your life and how that experience helped you become better

Example:

- ✓ I worked quite hard during my tenth, I did not become topper, but I enjoyed working hard. From then on, I have always worked hard.
- ✓ I trusted my friends, and when they betrayed me I was hurt, but that experience though painful, helped me become tough and now am good at handling any stressful situation
- ✓ I come from a farming family, hard work, and never give up attitude is a part of our upbringing, which has always helped me.

➤ What Is Your Dream Company?

- ✓ If you are attending your dream company, say the company name and why, but if you are not visiting your dream company, tell them you don't have a dream company, all of you have a dream job, where you can contribute to the company's growth.

➤ What Was The Most Challenging Situation You Ever Faced?

- ✓ Share any personal or professional experience from your life, and how did you manage to overcome it.

➤ Are You Willing To Relocate?

- ✓ Yes.
- ✓ Always say yes, even if they ask you remote or unsafe places, still say yes, as they are just checking your attitude.

➤ Are You Willing To Sign A Bond

- ✓ Sure, that will not be a problem.

➤ Are You Willing To Work On The Night Shift?

- ✓ Yes.

➤ If You Don't Get Selected, What Will You Do?

- ✓ I worked very hard to attend this Interview, hence I will be disappointed, but I'll continue to work hard until I get a job.

➤ Group Interview Tips: Do's And Don'ts:

- ✓ To help you make the right first impressions, here's our list of group interviews: do's and don'ts.

➤ Group Interview Do's:

- ✓ Arrive early
- ✓ Remember the icebreaker
- ✓ Sit up straight
- ✓ Prepare questions
- ✓ Include everyone/is inclusive

Other things to do: Praise others' ideas, take notes, dress appropriately, smile.

➤ Group Interview Don'ts:

- ✓ Be fake
- ✓ Talk over people
- ✓ Get lost in the group
- ✓ Become too
- ✓ Lose concentration

Other things not to do: Make too much eye contact, insult the other interviewees, insult the interviewers, Panic.

➤ How To Answer Differently

- ✓ To start with, every candidate is different in their self. Please make sure all your answers are not mugged up and also make sure you speak about your experience rather than your friends.

➤ How To Make An Impression

- ✓ Three P's are essential to make an impression.

➤ P: Preparation

- ✓ Prior preparation is essential to impart confidence and gives you an edge, especially if you are weak in language; preparation is even more critical.

➤ P: Presentation

- ✓ The dressing is essential as the first impression is the best impression. Combing hair, ironed dress, no sweaty palms.

Other general etiquettes

- ✓ Knock the door while you walk in. Greet the interviewer with a smile. Shake hands only if your hands are not sweaty or if the interviewer offers a handshake.
- ✓ Keep a copy of the resume handy, give them your resume, and ask them if you can sit if you have not already sat.
- ✓ Don't shake legs or play with fingers on the table
- ✓ Sit straight, make good eye contact
- ✓ Also carry some extra copies of resume, in case there are more people interviewing
- ✓ After the interview, say thank you with a smile and walk out confidently
- ✓ Close the door behind slowly(Don't bang the door).

➤ P: Performance

- ✓ Performance is everything now. After making sure you follow two P' s(Preparation and Presentation).
- ✓ In performance, the way you speak is significant. Students who prepare are usually confident to answer the questions. Choose your words carefully, sound confident. Listen to the question entirely.
- ✓ Never leave a question unanswered.

➤ Common Mistakes To Avoid

Students, despite all the preparation, make few mistakes. Please read the below list to make sure you don't make those.

- ✓ Not preparing before the Interview
- ✓ Not dressing aptly
- ✓ Shaking legs
- ✓ Not knocking the door
- ✓ Not preparing resume based questions
- ✓ Not working on subject-based questions
- ✓ Not working on most frequently asked questions
- ✓ Not listening to the entire question and answering
- ✓ Starting to tell me about yourself with —Myself, yourname|| is not rite.
- ✓ Don't speak about family or near one's as strength
- ✓ Don't talk about food varieties or family in weakness as well
- ✓ Don't say no for relocating, bond or night shift
- ✓ Don't speak in detail about the family

➤ Success Tips

- ✓ A candidate will not be selected or rejected based on a single question, an entire process of selection or rejection will determine. Don't lose confidence if you get a couple of questions wrong. Fear will not get you selected; confidence is the key.

➤ Some Important Tips:

- ✓ Explore the internet about your previous year's papers and questions of the company you appeared for; most of the time, similar questions might appear.
- ✓ Learn about the company before appearing.
- ✓ Reach the interview venue, at least an hour prior, so that you can interact with candidates who have attended the Interview and can take tips from them.
- ✓ Never fumble in the question you are good at.

➤ **Interviews - Questions You Should Be Asking**

- ✓ Is this post a new or existing one?
- ✓ How many other people are there in the team?
- ✓ What would my day-to-day responsibilities be?
- ✓ What are the promotion prospects?
- ✓ Do you run any training schemes?
- ✓ What are the company's plans for the future?
- ✓ How would you describe the ideal candidate?
- ✓ When can I expect to hear from you?

➤ **Interviews - Questions You Shouldn't Be Asking**

- ✓ What does your company do?
- ✓ Can I work at a particular location only?
- ✓ Can I move into other areas of business?
- ✓ How much sick pay do I get?
- ✓ How did I do my work?

MARK AS COMPLETED