**Mahatma Gandhi Institute of Technology**

**Gandipet, Hyderabad.**

**Training & Placement Cell**

Interview preparation

**General questions:**

1. Tell me something about yourself. Be prepared for variations like “tell us something about yourself that is not written in your resume” or “include a WOW! Factor in your answer”.
2. What is your educational background?
3. Explain any sudden increase or decrease in marks / aggregate.
4. Do you have any special interests or hobbies?
5. Detailed question on interests / hobbies –
   1. If reading books: What book did you read last, who was the author, what was the message of the book?
   2. If collecting coins / stamps: How many artefacts are there in your collection? How do you procure them? How do you store them and care for them?
   3. If watching movies: What were the last 3 movies you have seen? Who were the actors? What was the theme?

**Other questions to test attitude:**

1. What do you know about Company?
2. What do you know about MGIT?
3. Why do you want to join? Do you have any friends / relatives in Company? What do they say about the company?
4. How do you think Company will benefit by employing you?
5. Are you ready to work at any Company location?
6. Are you willing to travel out of your home town / country for the sake of the project?
7. What kind of growth path are you looking for yourself?
8. What do you want to achieve when you join Company? What are your aspirations?
9. Where do you see yourself 5 years from now?
10. What are your aspirations on post-graduation study?
11. Do you want to go abroad for higher degrees?
12. If interested in studies, how much time do you spend in the library per week?
13. Give simple puzzles to the interviewee to solve during the interview.
14. Do you have any questions for me? It is always good to ask a relevant / intelligent question.

**Dress Code:**

**BOYS:**

* Full sleeve shirt (plain, narrow striped or micro checked)
* Trousers (NO jeans)
* Shoes (no sneakers) + socks
* Tie is optional. If worn, it must match the dress.

**GIRLS:**

* Salwar-suit or Saree (decent formal colours) or western formal
* No loud make up
* Minimum possible jewellery

**What to do and not do:**

1. Wear your MGIT ID card
2. Drink some water before you get into the interview room.
3. Wipe your hands – make sure they are clean and dry before you enter the room.
4. Greet the interviewer and ensure that you sit only after asked to sit. Shake hands if the interviewer extends his hands (do not initiate a hand-shake).
5. Face the interviewer – so not look at him sideways. Do not cross your legs.
6. Answer any question confidently, in a loud voice. Ensure that the interviewer hears what you are saying. Always use complete sentences – no yes / no / maybe.
7. Use English. Reply in English even if you are asked a question in some other language.
8. It is OK to ask for time to think when you are asked a tricky question.
9. It is OK to carry and drink some water (with permission) if your throat is dry.
10. You can ask for paper if you think you can explain something better through drawing / writing.
11. In case you are not aware of the answer to any question, politely say that you do not know.
12. Never contradict the interviewer. In case of a disagreement, it can be stated politely without contradicting the point of view. Avoid bringing up political topics.
13. Do not ask any personal questions to the interviewer.
14. DO NOT lose your temper by any means. You will be deliberately asked questions that may seem silly or controversial – they are just testing your poise.
15. Greet – say thank you – before you leave.

**What to carry:**

1. 3 Photograph’s
2. Resume
3. Company Application Form
4. Mark sheets(SSC, INTER/DIPLOMA, B.Tech) upto last Semester (photocopy and scan copy)
5. Any certificates – academic or extracurricular
6. Pen
7. SMILE