

# HR INTERVIEW



# TELL ME ABOUT YOURSELF?



# WHAT TO SAY ?



- 01 Try to cover your educational accomplishments in brief.
- 02 Talk about the work or project that resembles the requirement of the position.
- 03 Use selective terminology in your answer like problem solving, innovative, fast-paced, creative and so on.
- 04 Tell about your extracurricular activities.

# WHAT NOT TO SAY ?



01

Don't speak the same thing that is already mentioned in your resume.

02

Don't counter question your interviewer by saying – “What do you want to know?” (Sounds Rude)

# SAMPLE ANSWER

I am xxx. I am currently pursuing my B.E. from Branch from SIT, Tumkur. I have joined the college in the year 20XX and am currently in final/ pre final year. I have completed my schooling from School Name in City in the year 20XX. Back to my hometown I am survived by my family of X members : my father, mother and XXX.

At my college, in third year I did my mini project on an agriculture base where we fabricated a sewing arm making it hand down which is very economical and handy for any less known person to carry the process. During college I have been part of two organizations. one of them in avalanche which is an event management team where we conduct both technical and non technical events . the second is aerodesign team where we design, fabricate RC plane and participate in various competition as well . Recently we had participated in xx competition . international comp. which is to be held in US.

# Why should we Hire you?





01

Emphasize on your uniqueness keeping it concise



02

Include the research you made on the company. For a smaller company (2 to 50 employees), you can say- “your company is open to new innovative ideas.”



03

Give an example that describes you as a quick learner.



04

State or provide some evidence that shows how you contributed to the growth of the previous company in terms of revenue, goodwill, and brand



05

Highlight your strengths, skills, and accomplishments.



06

Try to avoid saying- I need a job, money, or this place is close to where I live



07

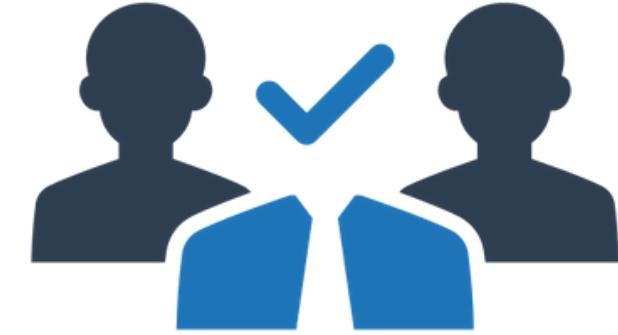
Focus on what can you do for the company rather than what they can do for you



08

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# SAMPLE ANSWERS



For this particular job, I have the perfect combination of skills and experience that is required. I also bring rich experience of strong analytical and problem-solving skills that I have gained while working on different projects. My dedication to excellent work standards will add value to the team and the company



Over the years, I have acquired relevant skills and experience, which I shall bring to your organization. I have also worked tirelessly on my communication abilities and teamwork skills, which I will put to use in my future career, which would be in your organization if I am selected for the position





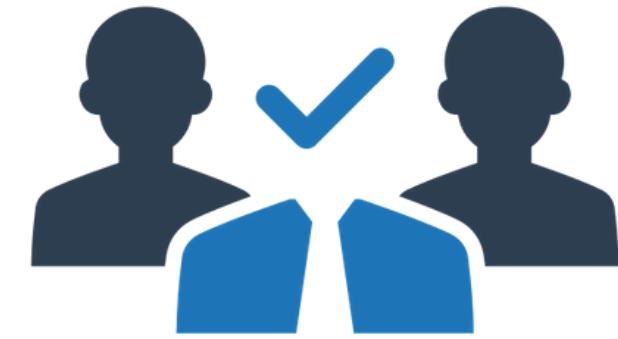
WHY DO YOU  
WANT TO WORK  
FOR THE  
COMPANY?

# TIPS

- Conduct thorough research of the company and company's top executive before facing interview .
- Learn about the company's vision and how you can contribute to it.
- As a professional, you should able to demonstrate your eagerness to work for the company .
- Demonstrate evidence that you understand the employer's business.
- Mention why you rely on XYZ company for your growth and why it is the best place to utilize your skill and experience for the benefit of the company
- Demonstrate your belief in the company's product .



# SAMPLE ANSWERS



Your company made its fortune in making great products that help people do X. But on top of that, it is the kind of place where I can fit in and excel, so I was thrilled to see you have this opening. Your company believes in providing superior service, and I share the same value. It enables me to not only fit into your organization but complement the team as well.



This company is on the list of most admired companies every year. I want to play a role in ensuring this company stays on that list. I want to be part of a company that offers no less than quality in terms of products and after-sales services.



# What would you consider your greatest strengths & weaknesses?





01

Focus mostly on Strengths.



02

Show the interviewer how you are putting effort to overcome the weakness.



03

Mention about your real weakness but do mention about how you are going to fix it.



04

Make sure your strength and weakness don't contradict each other.



05

Research well about the position you are applying for and identify the area where you can apply your strength.



06

Choose a weakness that is acceptable for the job in hand.



07

Don't confuse interests with strength or dislikes with weakness.

# SAMPLE ANSWERS



My strength is my ability to convert negative work environment into positive. At the same time, developing a supportive team. I am also capable of keeping many projects on track and ensuring deadlines are met. As far as my weakness is concerned, I get impatient sometimes in order to get everything done very quickly. To tackle the problem, I am trying to re-consider the to-do list and prioritize the tasks.

I am very comfortable working with different groups of people. My strength is my analytical and planning skills, developed over the years. It helps me to complete my work before the deadline. I am a little bit nervous while speaking in a group, but I have given many presentations to overcome this.

Do you have any questions  
for me?



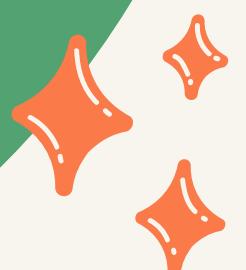
# SAMPLE ANSWERS



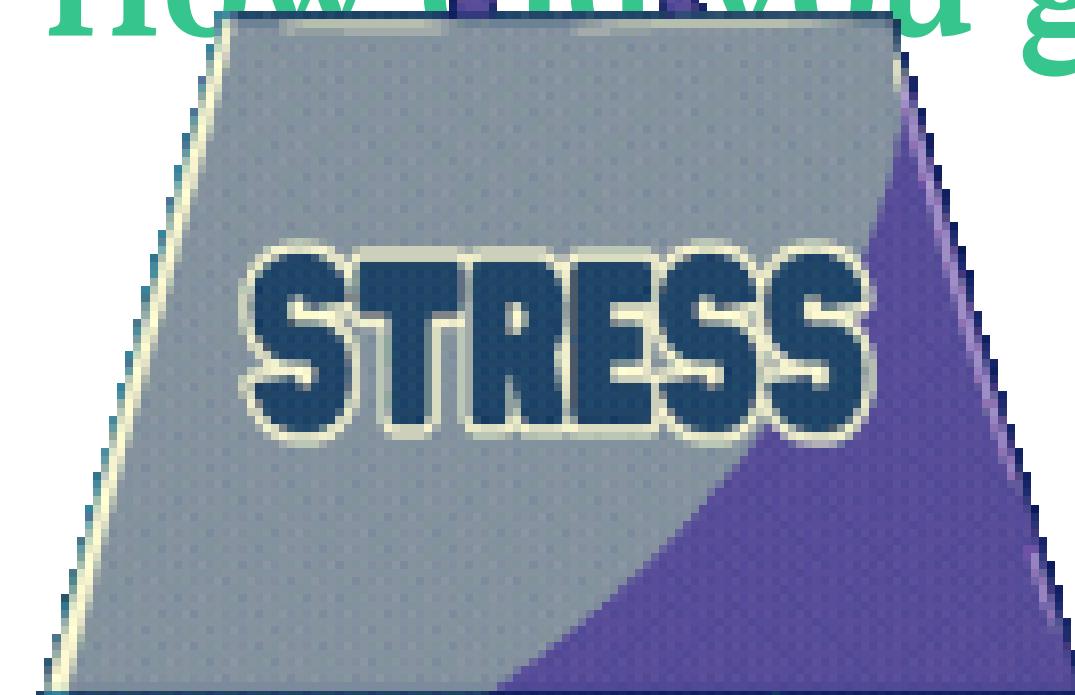
First of all thank you very much, for being so much polite & friendly to me throughout the session, that I can express myself so easily. Can you please tell me that what are the qualities you are expecting from fresher like us & I want to know, if am selected, then what should I improve before I join your company, if I am not selected, your opinion will help me to the upcoming interview.



Thank you for giving me this opportunity. After my overall performance till now if I got selected what I need to improve and if I'm not selected how can I succeed further. Can you give any advice sir?



What do you feel is the most stressful situation you've faced in college / at work till date? How did you go about handling it?



# SAMPLE ANSWERS

 I react to situations, not to stress. That way, I feel that I handle the situation without getting stressed.

 I become more productive under pressure. I have learnt that I enjoy working in challenging situations.

 Personally, I handle stress by \* you can mention some specific hobbies.

 I like to prioritize my responsibilities to get a clear idea of what I need to do and when. This practice has helped me to effectively manage all my pressure on the job.

 If the people I am managing are contributing to my stress level, I discuss options for better handling difficult situations with them.

# ARE YOU WILLING TO TRAVEL?



# SAMPLE ANSWERS



Yes, I'm willing to travel. Travel in my college has allowed me to go to special conferences and trainings that have expanded my knowledge of our industry. I always strive to be an asset to the company for which I work—if travel is needed to help the company succeed, I'm definitely game for traveling.

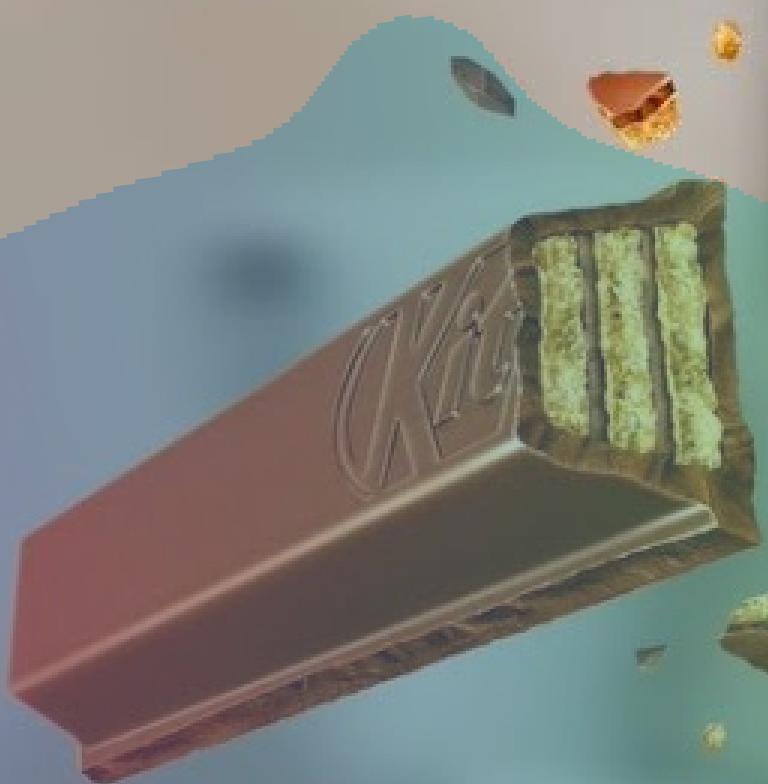


I'm definitely willing to travel. I've been looking for a job that will allow me to travel as part of my responsibilities because I find that travel allows me to expand my knowledge of the many facets of a company's customer base. Travel allows me to not only grow my education, but also my professional network.



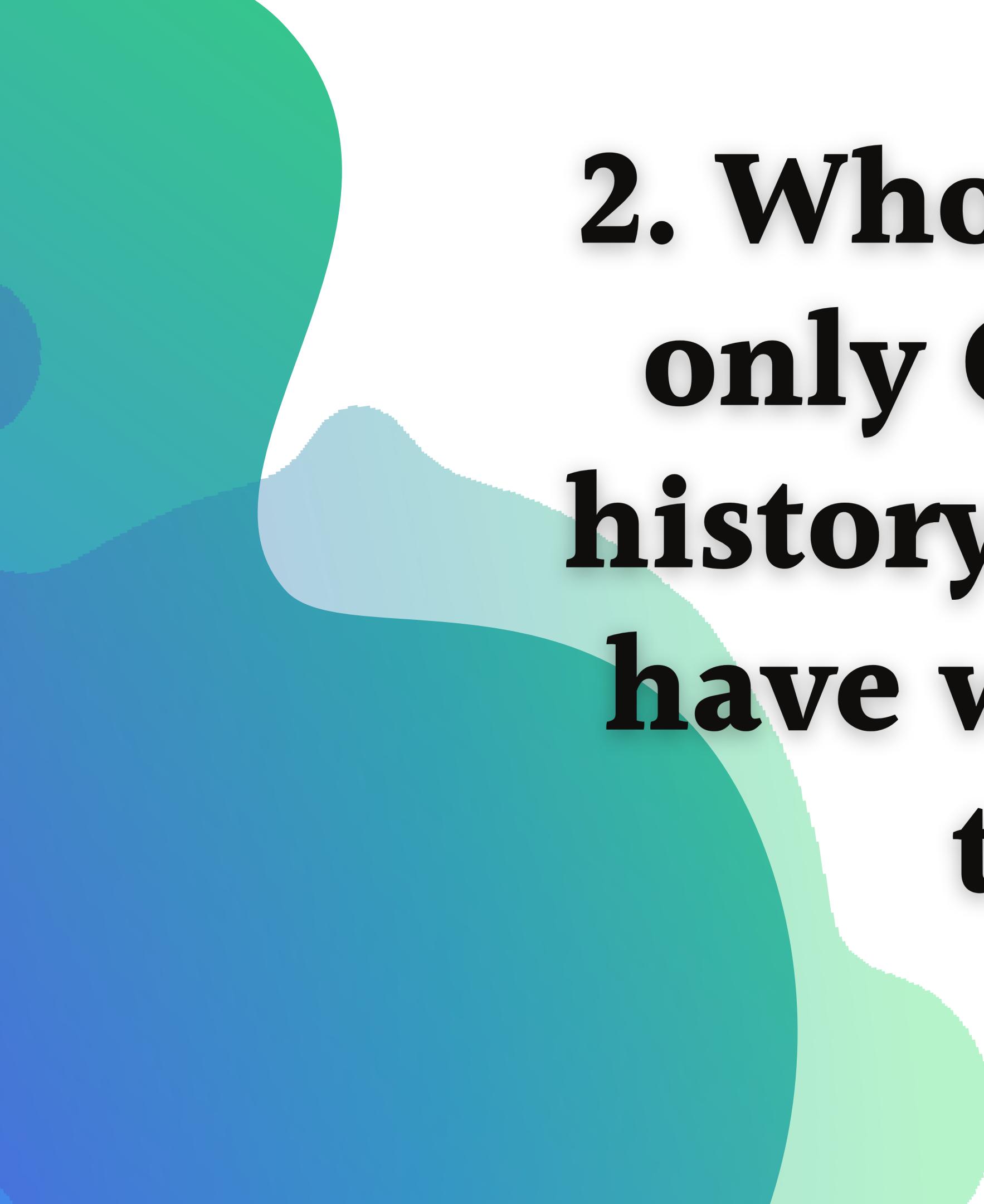


LIFE HAI,  
**BREAK**  
BANTA HAI!



1. Which humanoid  
robot has got  
citizenship of a  
country?

# **Sophia**



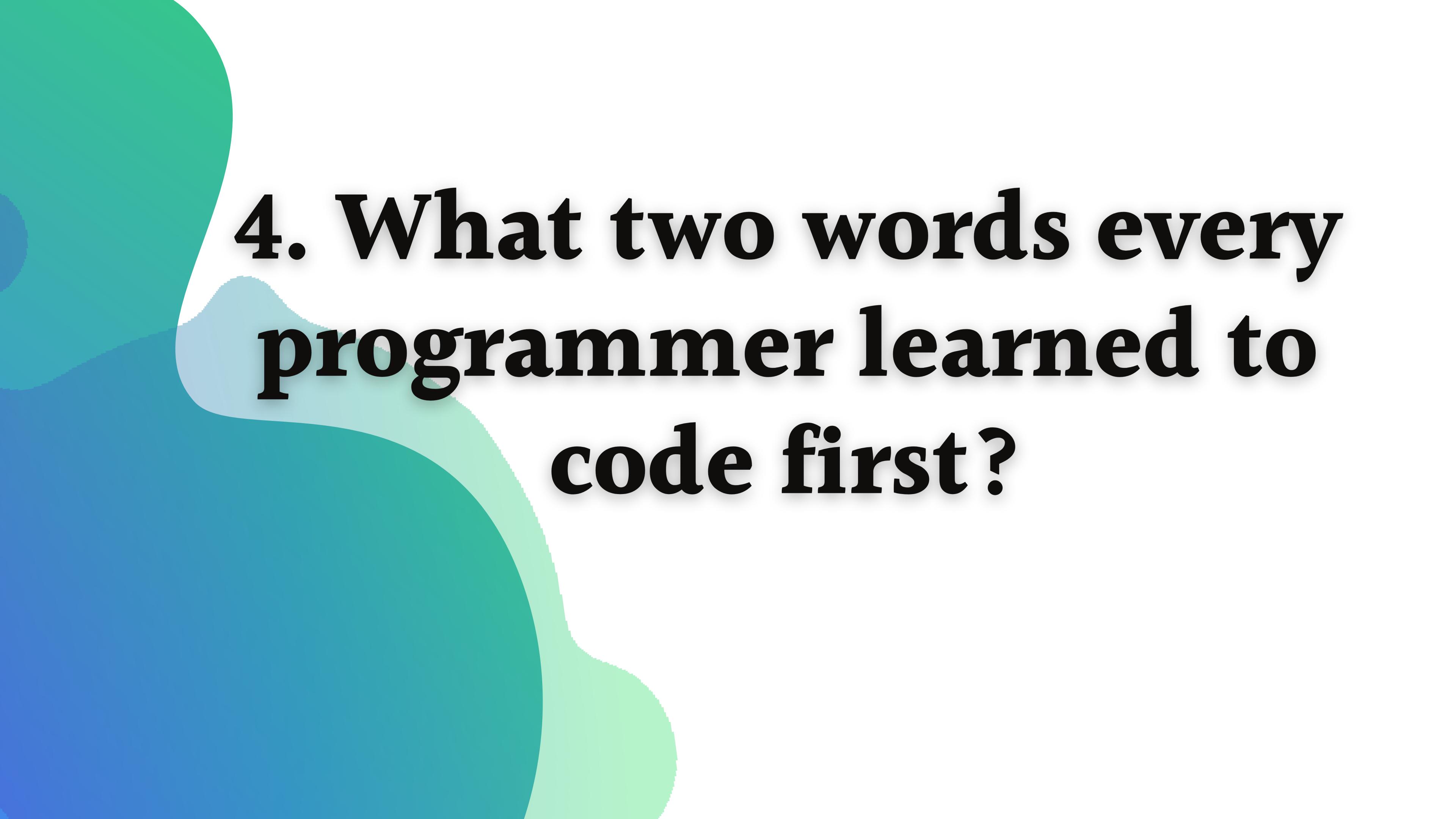
**2. Who is the one and  
only Captain in the  
history of cricket who  
have won all the ICC  
trophies?**

**M.S. Dhoni**

**3. What is top floor of  
CSE Department used  
for?**



# **Nanotechnology**



**4. What two words every  
programmer learned to  
code first?**

# Hello World

**5. The first animal to  
make an orbital  
spaceflight around the  
Earth?**

Dog

# Managerial Round



# What role do you play in a team?



# SAMPLE ANSWER

I would characterize myself as the responsible one. I must honestly admit that I am neither a natural leader, nor the most creative mind in the city. But when it comes to meeting deadlines, and really taking care of work, perhaps even staying overtime to finish things in time, other team members can count on me. That's how I'd characterize my role in the team.

# HOW DO YOU PRIORITIZE YOUR TASKS?



# SAMPLE ANSWER

When I need to prioritize, I start by making a list of all my tasks and grouping them according to how urgent they are to complete. I aim to finish the urgent tasks first, depending on the importance based on due dates, business needs and the responsibilities my coworkers may have after I've completed my part of the project. For the remaining tasks, I focus first on the ones that will take more effort to complete, although sometimes I'll finish smaller tasks to gain momentum in my workday, as long as I'm not delaying projects.

# ON WHAT BASIS SHOULD I JUDGE YOU BEFORE HANDING OVER ANY PROJECT TO YOU ?



# SAMPLE ANSWER

Since I've worked on 2-3 projects in teams in college, I've learned that teamwork and team compatibility are the most critical aspects of any project. And I believe I possess excellent leadership, coordination and technological abilities to manage any project. The two most important aspects in managing any project in a group are leadership consistency and communication skills. If you're a project manager, you'll need to know how to motivate your squad. As a manager, you understand how to motivate your team to give their all on the project, and you must communicate expectations in a clear and competent

# Are you comfortable working in team or alone?



# SAMPLE ANSWERS



I've worked with a team on a majority of projects, and I've learned that combining several concepts will result in something unique and different. As a result, I enjoy working in groups. I was also interested in sports in college, so I understand the value of working as part of a team. However, I enjoy working alone as well. It is contingent on the ventures. If I have to work alone, I can finish my project on time, but if I have to work with a team, I enjoy brainstorming.



## RULES OF THE QUIZ

- Login to the website [kahoot.it](https://kahoot.it)
- A link will be shared along with the pin in the chat box. Enter the pin once the website prompts for the same.
- Nickname to be entered has to be in the format of USN. Any other name will not be entertained and the score will not be considered.
- The questions will be shared on the screen in the meeting. Look for the question on the meeting screen and mark your answer on the kahoot account.
- The scores of all the rounds will be counted and the one who has attended all the quizzes and has the maximum scores will be awarded with some exciting prizes.

# THANK YOU

