

Why do you think should we take you for this job?

This is another way of asking the last question. A company will want to hire you if you can add some value to it. So, focus your answer on your skills and how they can be helpful for the position you are being interviewed for. Also, tell them about your ability to grasp new things quickly, adjust well into a team and flexible attitude. These are the qualities that employers usually seek in a fresh graduate.

Remember to keep an example ready for each personal quality you offer.

Are you an Introvert or Extrovert?

Being on either of the extremes at work can be bad for you and the company. Your behavior at work should be as per the requirement. To answer this question you can say something like: I behave as per the requirement of the situation. For e.g. If I am representing the company at an event which requires me to talk to a lot of people, I become an extrovert while if there is some serious issue under discussion, I think quietly and deeply on it.

What is your greatest strength?

This is also one of the most commonly asked questions in any interview. Your answer to this question demonstrates your preparation for the interview. Your same set of strengths cannot be an advantage in every interview. This needs you to tailor make your answer as per the requirement of the position you are being interviewed

Before every interview, analyze the requirements of the role carefully and list out the qualities required to perform that role. Now, make a list of the qualities you have and match them with the requirements. You can offer these qualities as your strength for the role.

What do you want to achieve in the next 5 years?

This answer shows your ability to make plans for yourself, have an ambitious but realistic plan:

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- Say you would like to acquire certain skills and move up the ladder - If you are interested in Management, say you would like to take up a part-time course/full time course in x years time.

Would you be open to change your project/profile when required?

This is very important for a company, they want employees who are willing to change roles, to meet business demands, and so the typical answer here is "Yes". Say "I understand it will be in best interest of the business, if my manager wants me to develop my skills and take up another role."

What skills do you want to develop to succeed in this role?

Again talk about some key skills that are necessary for the role, this will show them that you are ready to learn and are aware of your shortcomings.

Tell them that you, as a fresher, have the ability but require formal training to enhance your skills for a professional environment

Are you planning to go for further studies?

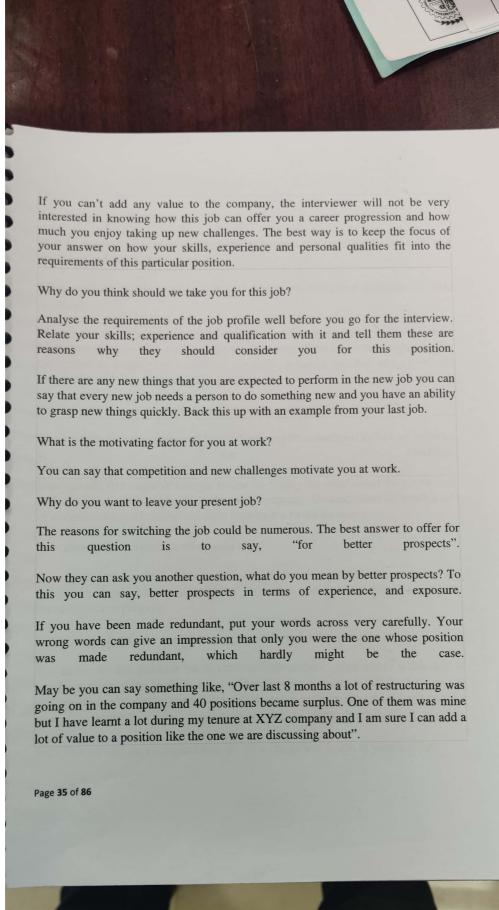
This answer needs to be answered tactfully, they want to know whether you are going to stay for long or you are just there to use their training resources and then say goodbye in six month's time.

- If you are pursuing further studies, say so. Tell them why you want to go for that
- If you are taking up a distance education course or a part time course, they should know, as you will need to take leaves when you appear for exams.

In addition to the general questions fresher graduates face in an HR interview, here are some typical questions which experienced people can face during the interview:

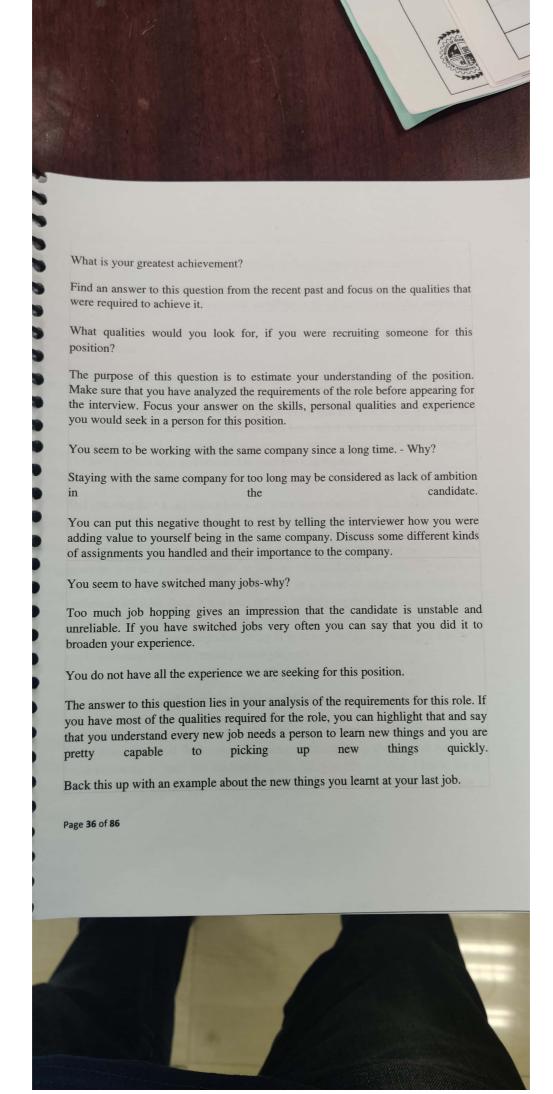
What makes you interested in this job?

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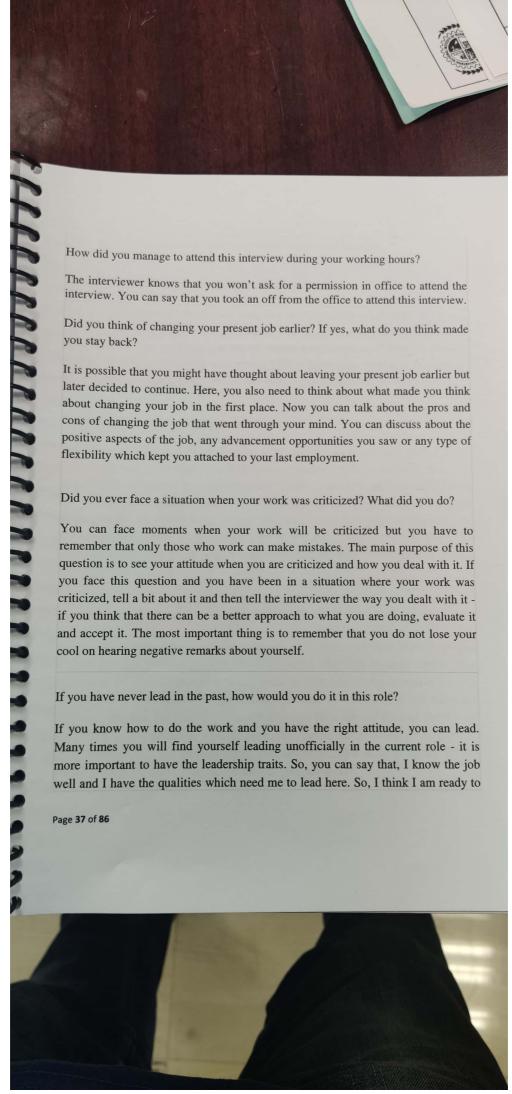


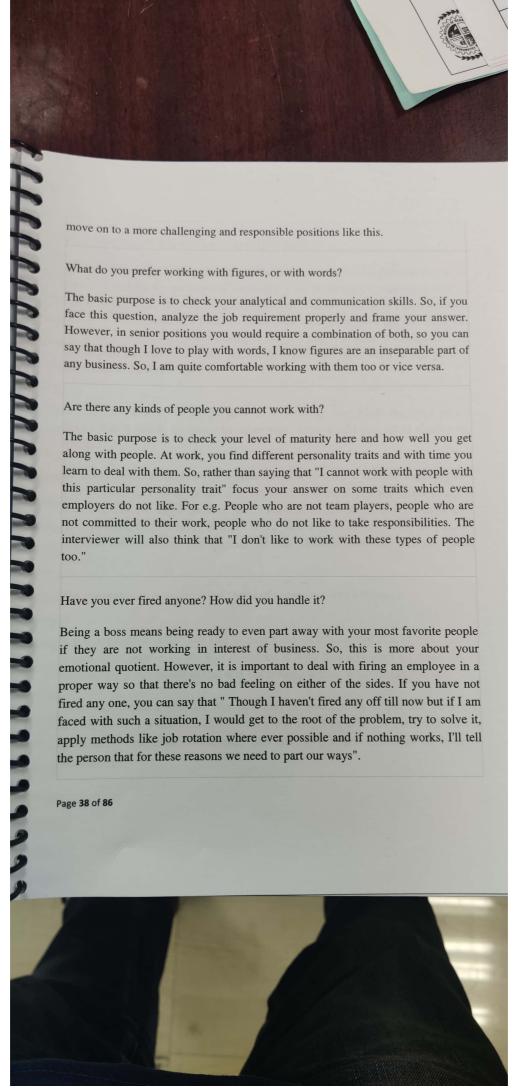


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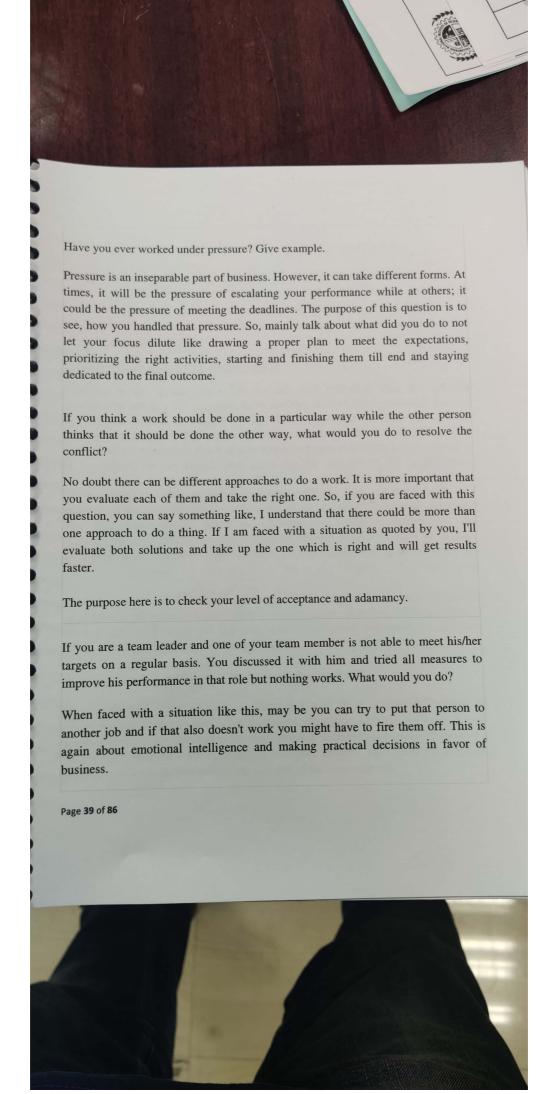


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If you face a problem with your own performance, what would you do?

The purpose here is to see if you are able to identify the problems with your own performance and take corrective measures. To answer this question, you can say something like, "If I face a problem with my own performance, I will try to estimate how big is the problem, what is causing the problem and then take action on each of the listed things."

LEADERSHIP RELATED QUESTIONS

Business in the modern days has become very turbulent with the growing competition and fast developments in technology. It is of late understood that one man shows where it is difficult for the CEO to look after all the aspects of the business and people with the growing businesses. Leadership is encouraged at all levels in the organization and a certain amount of power & authority are shared so as to deliver the set targets and goals for the success of the organization.

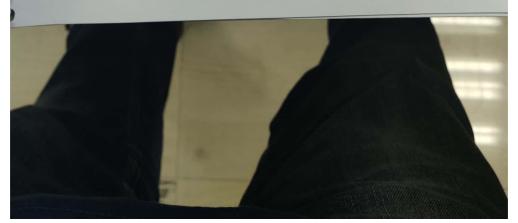
Organizations not only look for candidates with the right technical skills and experience but also the driving spirits and the zeal that an individual possesses. The interviewers would focus on understanding behavior pattern and the professional approach the person follows to become a right cultural fit in their organization. The question "Tell us about yourself" would help in breaking the ice and proceed with the further discussion.

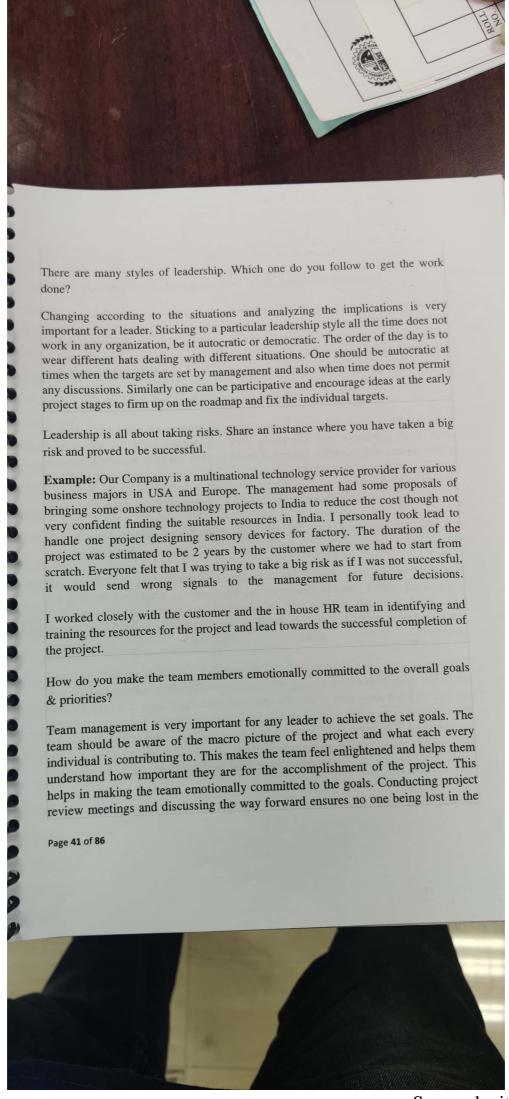
Here are some of the questions that can be asked in an interview to assess the skills of a person in various aspects like communication, decision making, problem solving, critical & analytical thinking, strategic planning and team management which are necessary for a person to be a leader.

What is leadership and how do you define a 'good leader'?

Leadership is all about influencing others and is an art of leading deliberately to create a result that wouldn't have happened otherwise. Leaders are tagged with power and authority who guide the team towards achieving the goals. A good or a great leader leads the team by being an example, inspires, persuades and develops personal connections that help in the success of the organization.

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mid and motivates them to finish the tasks given to them on time.

What is your strategy in sharing the work among your team members?

One can understand the strengths and weaknesses of the each team member by working closely with them. The strategy then becomes simple in sharing the work such that the strengths of individuals are rightly tapped. Also providing continuous on the job training to work on the weaknesses to everyone and thus building a strong performing team.

What support and assistance do you provide to your team?

A leader can only gain confidence and respect from the team members when he/she does not mind getting into their shoes and lend a helping hand when required. Understanding the work of every individual team member and providing comfort and necessary support when they are stuck at some point is very important for success. In short the leader should become a shoulder on which the team can rely on when they are in trouble be it at work or in personal life.

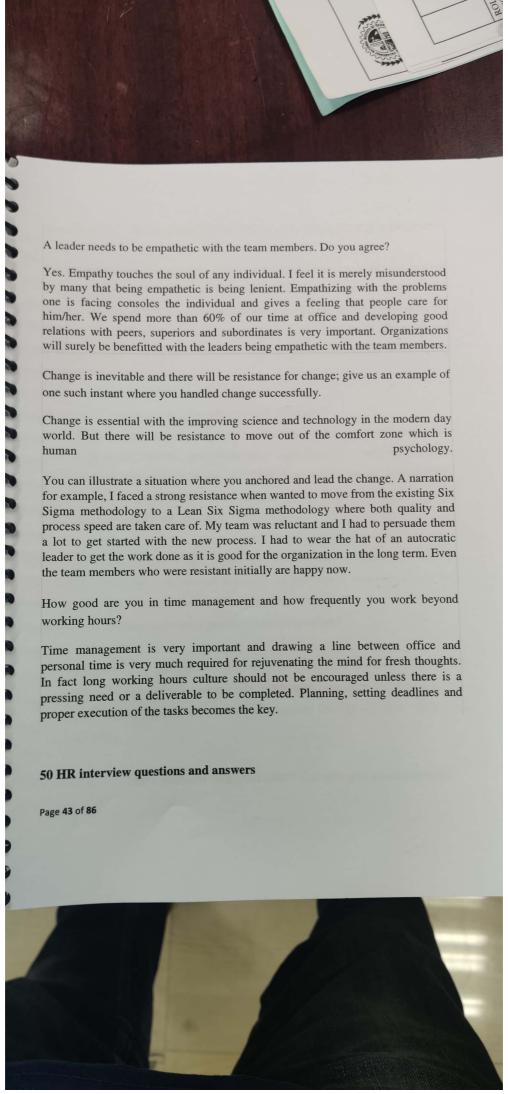
How do you handle the situations like "One of your team members has not performed on the agreed tasks"?

Yes. Leading a team will not be a cake walk and at many instances people would not perform their tasks as committed due to various reasons. I have faced many such instances personally and it would be like nothing but firefighting. The strategy that I follow is to quantify work and share it with other team members and perform

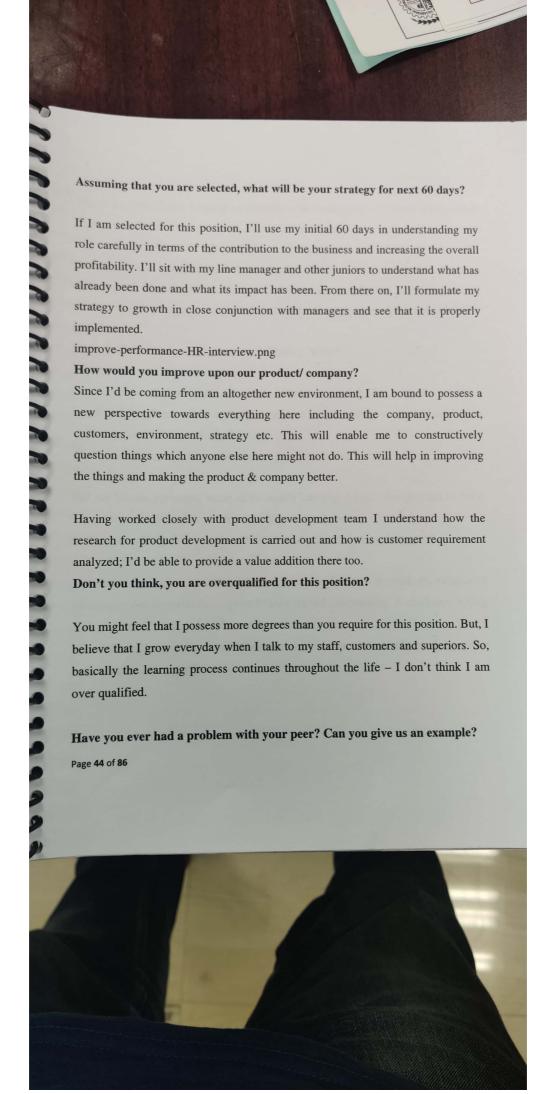
a close review.

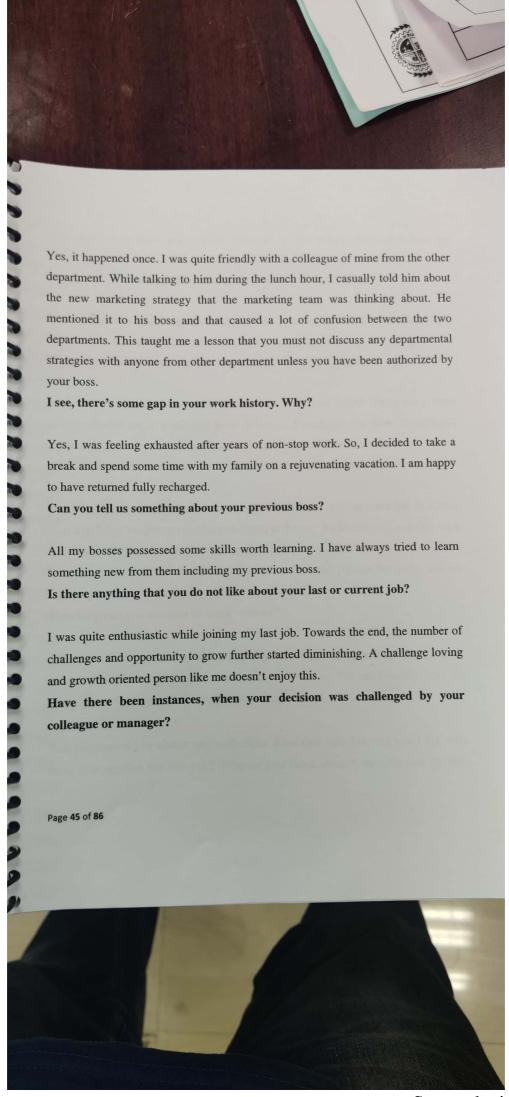
You can illustrate a situation... During the last project, one of the team members X met with an accident and was hospitalized. The project deliverable being within the next 15 days everyone was totally occupied with their own work but knowing the fact that the project is incomplete without X's work. The entire team worked extra hours each day to both learn the work and perform. This involves a great amount of team spirit and my role as team leader became very crucial in coordinating the entire team and meeting the target delivery of the project.

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CECECECECECECECECE Yes, there have been many such instances. I like people who challenge my decisions rather than following me blindly. This keeps me ensured that I am surrounded by thinking brains rather than just a set of dumb followers. When someone challenges your decisions, you are bound to rethink over it and the chances of reaching the best option are brighter. If you are allowed to change one thing about your last job, what would it be? I have been working at a senior level since last many years. These roles have always needed me to make real time decisions. Sometimes the facts, figures and other information in real time cases are not complete & still we have to make a decision. In such cases, there exists a probability of making inaccurate decisions. Knowing this, I usually run down my old decisions to see the outcome. It makes sure that I don't repeat a mistake ever again in future. While carrying out one such exercise, I realized that the product promotion strategy that I recommended would have been different, if I had had the complete data and figures but there was no way to get them in real time. How long can you commit to work with us? I like new challenges and a chance to grow. As long I keeping getting these, I don't think I'll need to switch over. I'd like to believe that this relationship lasts for many years. However, I haven't set a time limit as such. Tell me something about yourself. Why does this role interest you? Or why have you applied for this job? Why do you think should we take you for this Page 46 of 86

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job? What motivates you at work? Why do you want to leave your present job or why did you leave your last job?

What is your greatest strength? What is your greatest weakness? What is your greatest achievement? Are you ambitious?

What qualities would you look for, if you were recruiting someone for this position? Are you speaking to some other companies? Or how is your job search going on? Which companies are you talking to? Are you ready to relocate? You have stayed for a long time with your last company-Why? You have switched many jobs-why?

Tell me about your responsibilities in your previous/current job. Which did you like most & why? Which did you like least & why?

What type of supervisor do you like best? Why?

What types of people do you like best & least? Why?

What type of supervisor do you like best? Why?

How would you describe yourself as an employee? What are your strengths? What attracts you to this job with our company?