

## HR INTERVIEW QUESTION

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### Behavioral Interview Questions (Most Common)

#### Q1. Tell me about yourself.

##### DO's:

- ▮ **Be work specific** and tell the hiring manager about where you are now professionally, what you have **learned from your past work experiences/internships**. Talk about your **academic or co-curricular record** in the past. Speak about your achievements.
- ▮ Do your company research and find out exactly what **strengths** and **qualities** this specific company is looking for and in your answer try and show the hiring manager you possess them.
- ▮ You may use this question to tell the interviewer some specific **personal attributes** which are not listed in your resume or things which you are good at.

##### DON'Ts:

- ▮ **Don't dive into your life story.**

#### Q2. Why should we hire you?

Leverage your company research and the job description to find exactly “**why**” the company is hiring someone for this position. What problems does the new hire have to solve?

##### DOs:

- Show the hiring manager that you are **uniquely suited to fill this position**. Be the candidate that solve their “problems”.
- Show that you know some **significant details about the company** and their general practices because you have researched the firm and are prepared.
- Tell a “**success story**” that highlights how you have the ‘qualities’ needed to fill

their specific needs.

#### DON'Ts:

- **Don't be too modest.** This is your chance to shine. Make it count.
- On the flip side, **don't go too overboard** and sound too arrogant.
- Don't answer with "why" you want the job. Answer with "**why you are the perfect fit**"

for the job.

#### Q3. Why are you choosing to go for a job rather than pursuing masters?

Here are a couple of ways you can address this situation:

- ▢ Know that the reason they are speaking with you is that they are interested in your

#### background and experience.

- ▢ Tell them how you did not want to let go of the opportunity of working in one of the Big 4 audit firms as it would give a **kick start to your corporate career.**
- ▢ Show them that you are confident about your decision as it's always good to go for some **work experience** immediately after your bachelors. Not only would it give you an edge after your masters but it will help you fetch better positions or pay packages in the future as you would not be considered a 'fresher'.
- ▢ Show that **you are invested and moving forward** even though it might not have been on a traditional path.

If the answer makes sense and is reasonable most people will accept it as valid.

At this point, they want to know what makes you tick and how you ended up where you are. By being genuine and real, you are putting yourself in the best light to get the job.

#### Q4. What Is Your Greatest Strength?

This is a fairly straight forward question to handle. Talk about a "strength" that you know the company puts a lot of value in.

#### DOs:

- ▢ Highlight a strength that is crucial to the organization such as Adaptability, Hardworking, Honesty, Flexibility, Optimistic, Fast Decision making, Persistence, Self-motivated, etc.

#### DON'Ts:

- ❑ Don't make claims that you can't illustrate with a brief example or fact.
- ❑ Don't name a strength that is irrelevant to the job at hand.

### Q5. What is your greatest weakness?

This classic question freaks people out but it shouldn't. As long as you pick a weakness that isn't a key competency for the job, you will be fine.

#### DOs:

- ☐ Show that you are **“self-aware”** and that you have the ability to take steps to improve yourself.

#### DON'Ts:

- ☐ Don't you dare answer with the cliché **“I'm a perfectionist”** answer or any other such answer that the hiring manager can see right through
- ☐ Don't highlight a weakness that is a **core competency** of the job. (Know the job

description “inside and out”.)

### Q6. Why do you want to work with us?

The hiring manager is trying to get at your underlying motivations for wanting this job. Are you here just for a paycheck or do you see yourself becoming an integral part of the company and growing along with it? **You need to show them that you want to become**

**“part of the family”**.

At the same time, however, show how your “wants” coincide with their “needs”.

#### Sample response:

"Your company has a reputation for high-quality products and service as well as strict environmental controls. These qualities are very important. You are a young company and you also have the latest technology and automation. I'm very interested in using my mechanical skills and growing with the company."

#### DOs:

- ☐ Talk about specific things you like about the company. Do your homework before and find out the needs of the company and talk about how you're passionate about **“fulfilling those needs”**.
- ☐ Show how your strengths perfectly align with the job position and company culture.

#### DON'Ts:

- ☐ Don't come off as a **“hired gun”** that may be gone in a few months.
- ☐ Don't say **“because I need the money.”**



### Q7. Describe a difficult situation that you faced and what did you do to overcome it?

This is one of those pesky [behavior interview questions](#) and is one of the most

common. You need to have a “success story” ready to go for this. Relate a story where you dealt with a problem successfully. The key here is to **pick a success story that shows you exhibiting the qualities/skills required** at the job and company you are interviewing for.

#### DOs:

- ☐ Pick an example that shows you tackling a problem that could arise at the new company you’re interviewing for. This shows your value.

#### DON'Ts:

- ☐ Don't bash anyone in your success story.

### Q8. Where do you see yourself 5 years down the line?

You **DO** want to show that you are an ambitious person **BUT** you need to show that you don't have your “head in the clouds” and are focused on the job at hand.

#### DOs:

- ☐ Demonstrate when you answer the question your **level of commitment** to the position they are interviewing you for.
- ☐ After you have demonstrated your commitment to the role you are interviewing for, **outline a realistic growth strategy** that is directly tied to the role you’re applying for and take into account needs and values of the company.
- ☐ Stress your **interest in a long-term career** at the company.

#### DON'Ts:

- ☐ Don't exhibit ambition to the point of seeming like this particular job is just a “brief stepping stone” for you. You need to show commitment.
- ☐ Don't say you want to be CEO of the company in 5 years.

### Q9. Who has inspired you in your life and why?

This question is often asked to find out more about your values and goals. Hiring managers often fall back on these types of “**value**” questions to try to learn more than standard interview questions can tell them.

**DOs:**

When responding to this question, you will want to **choose your examples carefully** and with an eye to what your response will reveal to the hiring manager.

- ☐ Do choose someone who truly inspired you in order to ensure a more **authentic response**.

- ☐ Discuss a figure that is **appropriate for the position** you are seeking.
- ☐ Provide **specific examples** of how this person inspired you.
- ☐ You don't have to tell a long story here but do provide some context about your

own **personal characteristics** that led you to admire this person.

#### **DON'Ts:**

- ☐ Don't choose a widely known and beloved figure unless this person truly is your idol. Otherwise, you risk sounding canned and unconvincing.

#### **Q10. What do you know about our company?**

- ☐ **Research** thoroughly about the company before an interview.
- ☐ **Spend a lot of time on their website, if they have one.**
- ☐ Look for their mission & how they describe themselves.
- ☐ Check out staff and, if applicable, Board members.
- ☐ Look for new programs, projects, new directions, etc.
- ☐ Check out any press releases.
- ☐ **Use search engines to research the company & individuals**
- ☐ See if they've been in the news.

#### **Q11. How has your education prepared you for your career?**

- ☐ Focus on the behavioral examples in your educational background which specifically align to the required competencies for the career.

Example: "My education has focused not only on the learning of the fundamentals but also on the practical application of the information learned within those classes. For example, I played a lead role in a class project where we gathered and analyzed best practice data from this industry."

#### **Q12. How can you be an asset to the company?**

The first aspect you should realize is that the hiring manager is only, or primarily, concerned with how their company will benefit from hiring you.

### **DOs**

- ▮ Emphasize success stories you may have from previous employment in related fields.
- ▮ Include any ideas you have for improving performance or productivity.
- ▮ Make it clear why you are a perfect fit for the position.
- ▮ Try to stay positive in every aspect of your answer.



## DON'Ts

- ❑ Remember, the employer is mostly interested in their own gains. Avoid dedicating any portion of your answer, no matter how brief, to anything outside this.
- ❑ Do not talk about how the position is an excellent opportunity for you to advance your career or earn money.

## Q13. Do you have any questions for me?

Around 75 percent of job seekers will say “Nope, I think that’s everything” to this question. **Terrible response!** Always have a few questions prepared and have one based around something you found during your company research phase.

### DOs:

- ❑ Focus your questions on the company and what you can do for them.
- ❑ Ask about something you’ve discovered in your company research. This will show

your passion and knowledge of the company.

### DON'Ts:

- ❑ Don’t ask questions that you could easily find answers to.
- ❑ Don’t ask about time off and benefits too early in the process.

Other relevant questions

## Q1. Would you work on Holidays/Weekends?

Some industries require workers to be flexible because of long hours of operation or frequent projects. When you respond, you need to weigh your personal endeavors against your flexibility.

- ❑ When you answer this question, try to be as accommodating as possible without misleading the interviewer about your timetable.
- ❑ Show some flexibility in your schedule.
- ❑ If you can’t work weekends or holidays, give a viable reason as to why not.

## Q2. Can you work under pressure or tight deadlines? Purpose:

To find out your attitude towards pressure and your ability to deal with it.



- ☐ Give job-related examples from your past experience showing your ability to cope with pressure.
- ☐ If you cannot cope with pressure, first state some positive points (i.e. your thoroughness, cheerful attitude, punctuality).
- ☐ Add that you prefer knowing deadlines in advance and work better in that situation.
- ☐ Show how capable you were in rising to the occasion.

## Situational questions & sample answers

### **Q1. What would you do if the work of a subordinate or team member was not up to expectations?**

Luckily, I have quite a bit of previous team experience and have faced this situation a few times in the past. The most important first step in dealing with an underperforming subordinate or team member is honest communications — talking with the person can lead to some surprising discoveries. Once I discovered the problem, I could then forge a solution that usually solved the problem and allowed the work to move forward. So often in situations like this, the problem is some combination of miscommunications and unrealistic expectations.

### **Q2. A co-worker tells you in confidence that she plans to call in sick while actually taking a week's vacation. What would you do and why?**

I would tell this co-worker that being dishonest to her boss, as well as her co-workers, is not wise, and being dishonest in her job is wrong. I would say how we all want more vacation time, but we have to earn it — and that taking this extra time hurts everyone in the department because the person's absence will affect productivity.

### **Q3. Describe how you would handle the situation if you met resistance when introducing a new idea or policy to a team or work group.**

The best way to convince people is to be able to understand where they are coming from and address their questions and concerns about the new idea directly. It is also

important to stay confident and believe in yourself because if you don't buy it, no one else will either.

### **Q4. What would you do if the priorities on a project you were working on changed suddenly?**

I would notify everyone working on the project of the changes. I would then want to know why the priorities have changed, and if there is a risk of them changing again in the future. I would then meet with everyone involved with a new strategy to address the new priorities.

**Q5. How would you handle it if you believed strongly in a recommendation you made in a meeting, but most of your co-workers shot it down?**

I would continue to explain why the recommendation was good, giving concrete examples what the benefits of my recommendation could be. Ultimately if my co-workers continue to resist my recommendation I would have to let it go and move on.

**Q6. In a training session, you find that the trainer has a thick accent, and you can't understand what's being said. What would you do?**

Certainly not call the trainer out on it. I would try my best to understand what the trainer is saying, ask many questions to clarify any unclear parts about the session and compare notes with someone in the session afterward. This way I could make sure that I understand what was being explained and discussing it afterward would help reinforce the things I learned in the session.

**Q7. List the steps that you would take to make an important decision on the job.**

1. How would the company benefit from this?
2. How does it relate to the company's values and beliefs?
3. What are the negative and positive impacts this decision has on the company?

**Q8. What would you do if you realized at deadline time that a report you wrote for your boss or professor was not up to par?**

Hopefully, this would never happen to me since I always make sure to plan my time properly to ensure that my work is always done. If it ever did happen I would meet with my boss and explain the situation and request an extension. I would also evaluate my actions and identify what I did wrong to not complete my work and make sure that it did not happen again.

**Q9. You disagree with the way your supervisor says to handle a problem. What would you do?**

I would evaluate why I disagreed with my supervisor and come up with a different way that I think the situation should be handled. I would then sit down with my supervisor — in private — and discuss the problem with him/her and how I think it should have been addressed.

Some more questions

1. How do you define success and how do you measure up to your own definition?
2. What are the three reasons we should not hire you?
3. Are you a reliable individual with great attendance and punctuality?
4. Can you describe your time management skills?
5. Tell me about your education/training.
6. What do you do to stay "in-the-know" on economic related news and topics?
7. What makes you feel if you have to report to a younger person? How will you handle it?
8. Are not you overqualified for this position?
9. Why do you think this company is a good fit for you?
10. Could you explain the shortcomings of your resume?
11. How would you handle a disagreement with authority?
12. What did you do in the last year to improve your knowledge?
13. On a scale of 1 to 10, how would you rate yourself as a leader?
14. What are your long term and short term goals?
15. Tell me about your leadership skills.
16. Are you able to accomplish target oriented tasks?
17. If someone discloses private information of the company, how do you plan to deal with such situations and what should be desired actions?
18. Are you open to changes? Describe an event where you faced difficulty in adjusting to a new environment or changes around you?
19. Describe five personality traits that a person should possess to be suitable for the job you have applied for and do you possess these traits?
20. Our company has recently initiated a few programs (if any, be thorough with company's website) what are they and how you can contribute towards them?

21. Do you believe in promotions and giving incentives? What are other ways to motivate employees to work harder?
22. What will you prefer? Dividing work on the basis of expertise or the basis of employees to work fast?
23. If you are finding difficulty while working on a project you are not feeling comfortable working on it. How will you manage to work?



24. Will you be willing to change your work profile if a project demands so in the future?
25. Are you ready to relocate?
26. What are your expectations from the job or the company?
27. Do you regret any decision made in the last few months? How do you tackle such situations?
28. If you got rejected, how will you take your rejection?
29. Do you have any sort of preference as to with what work you want to engage in and in what kind of environment you will feel comfortable working?
30. Profile or package? What would you prefer?
31. How can you apply the skills learned in your college events/programs in your new job here?
32. What interested you the most in recent new?
33. Give an example when you had to persuade someone.
34. Give an example when you were involved in multi-tasking. How did you manage it?
35. What challenges [company] is currently facing?
36. Describe your written test experience.
37. What is your opinion about long hours at work?
38. What are the three things that you would like to change in your college?
39. One word for yourself.
40. Smart work or Hard work? What do you practice?
41. What opinion do your friends and teachers have about you?
42. What do you think sets [company] sets apart from its competitors?
43. How can an organization know that whether employees working within organization are looking for job elsewhere?
44. What do you know about whistleblower?
45. Are you having experience in database management?
46. Are you an introvert or extrovert?
47. What will you prefer? Dividing work on the basis of expertise or the basis of ability of employees to work fast?
48. What are your worst fears?
49. How do your friends describe you?
50. How well you can work on Excel?

