

HR Interview Questions | Common Interview Questions

A list of frequently asked **HR interview questions** or **Common interview questions** or **Job interview questions** and answers are given below.

1) Tell me about yourself?

This is the most famous question for an interviewer and also most difficult to answer this question for the candidate. This question puts all the pressure on the candidate, and the interviewer relax.

You should alert enough to answer this question. You should start with an easy and confident tone and answer in a proper manner. It should not be scripted. Always remember, you are not giving the interview to a robot so your articulation, your pronunciation of each word should be clear and confident.

A good way:

Analyze your interviewer interests.

Express your most important accomplishments first.

Possible Answer 1

"Good morning/afternoon/evening" sir/mam.

First of all, thank you for giving me this opportunity to introduce myself.

My name is Ajeet Kumar.

As far as my education qualification is concerned, I have done MBA with finance stream from Srivenkateswara university in Emerald's P. G. College, Tirupathi, in the year of 2014.

I had completed B.tech from N.I.T Jaipur in 2012.

I had completed my schooling from G.I.C. Allahabad.

As far as concerned my family, I belong to a middle-class family. My father is a Businessman, and my Mother is a homemaker. My brother is preparing for civil services.

I am good in programming languages C, C++, and Java and very much interested in HTML, CSS, ASP. Net and SQL.

My strength is self-confidence, positive attitude, hard work.

My weakness is: I can easily believe every one.

My hobbies are: Watching news channels, Playing volleyball, Listening to music.

Possible Answer 2

"Good morning/afternoon/evening" sir/mam, it's my pleasure to introduce myself. I am Anshika Bansal. I belong to Meerut. I have done my B.Tech in CSE from Lovely Professional University.

While coming to my family members, there are 4 members including me. My father is a doctor, and my mother is a teacher. My younger sister will appear her 12th CBSE board exam this year.

Now coming to me, I am sweet smart, confident, and hardworking person. I am a cool hearted person, so usually see every difficulty with a positive side and keep myself always smiling which makes me stronger even more.

I can carry out any task assigned to me without hesitation.

My hobbies are dancing, Internet surfing, playing Chess, listening to music, watching the news channel. In my spare time, I like to read news on my phone and traveling to my hometown.

Thank you for giving this opportunity to introduce myself.

Possible Answer 3

"Good morning/afternoon/evening" sir/mam, it's my pleasure to introduce myself. I am Anshika Bansal. I belong to Meerut. I have done my B.Tech in CSE from Lovely Professional University.

I am carrying 5 years of experience at top Wall Street Companies. In my recent company, I led the development of an award-winning new trading platform. I can survive in a fast-paced environment.

Now I am looking for a chance to apply my technical expertise and my creative problem-solving skills at an innovative software company like yours.

2) Why are you applying for this job? (or)

Why this role attract you?

By this question, the interviewer wants to know that:

- If you fully understand what the job entails
- How well you might match their requirement
- What appeals to you most about this job

Before answering this question, take your own time an answer in the way that convinces the interviewer. Explain your qualities according to the above-stated points.

Possible Answer 1

I have applied for this vacancy because it is an excellent match for my skills and experience. This role is exactly the sort of role I am currently targeting, and I am confident I will be able to make a major contribution.

Possible Answer 2

Sir, it's a great privilege to work in a reputed company like yours. When I read about your requirement, I found that my skills are matching with them. Through this role, I can show my technical skills to contribute to the company growth.

3) Would you like to work overtime or odd hours?

You should become very honest to answer this question. Don't tell a lie or compromise to get the job only. If you don't have any problem, you can answer like this:

I know that in the company being asked to work for an extended number of hours comes with a good reason, so I am ok with it. It an extra effort means I am doing something for the company, I'll be happy to do it.

4) What is more important to you: the money or the work?

This is a very tricky question. The work should always be more important than the money. This frame of mind is good for you(at least at the time of interview).

Possible Answer 1

"Money is always important, but the work is most important for me."

Possible Answer 2

"I would say that work is more important. If we work and achieve Company goals then obviously money would follow. I believe work to be prior."

Possible Answer 3

"Work is more important for me. Working just for money may not be fulfilled if I don't feel satisfied with my job. My work makes me stay productive, and money would naturally come along well."

Possible Answer 4

"I think money probably matters to me about as much as it does to anyone. It's vital and necessary for us to live and prosper but, at the same time, it's not my single most important driving force. I believe that money is rewarded for work."

5) What do you know about this organization?

You should be fully aware of that organization where you are going for an interview, so check the history, present structure and working style of that organization. Check the company's website, Facebook, Twitter, Google+, LinkedIn pages to gather the information.

Possible Answer 1

We all know that it is one of the fastest growing infrastructure company in India. The facilities provided to the employee is best. People feel proud to be the part of your company as the company provides full support to their employees in professional front. The working environment of this company is decent. It has crossed the branches in the world also. And I was in search of this type of company.

Possible Answer 2

We all know that this company is India's no.1 company for development. I was delighted to see on your company website that your employees are talking about how great it is to work for your company. Now these days, so many people seem to hate the company where they work for one reason or another. It's great to see that your employees are proud to talk about how much they love their company and jobs.

6) Why did you leave your last job?

You should be very careful with this question. Avoid trashing other employers and making a statement like **"I need more money"**. Instead of this, you can say that:

Sir, it's a career move. I have learned a lot from my last job, but now I am looking for new challenges to broaden my horizons and to gain a new skill-set.

7) Why should we hire you?

Tell your qualifications and highlight that points which makes you unique.

Possible Answer 1

"I believe that everyone starts with a beginning, I need a platform to prove my abilities and skills. I think your company is the right place to explore my abilities. I need to be a part of your growth. I will do my level best."

Possible Answer 2

"As a fresher, I need a platform to prove my ability. If I will be a part of your company, I'll put my effort and strength to uplift your company. None is born with experience, and if you hire me, I will get professional experience through your company."

Possible Answer 3

"Sir, as I am a fresher, I have theoretical knowledge, but I need a platform where I can implement my knowledge in the practical field. I am ensuring you that I will put all my efforts for the good progress of the organization. As a fresher, I have no preset mind regarding work culture in an organization, and this will help me to adapt the working culture of your company very easily. Being punctual and regular, I can finish the work giving to me on time and try my best to fulfill all the needs of the company."

Possible Answer 4

"I have a good experience in that particular field (field of your specialization), and I think my talents will be a big contribution to the continuing pursuit of excellence of your company."

8) What are your salary expectations?

Don't ask your salary in exact numbers, instead of this show your commitment to the job itself.

Possible Answer 1

I am more interested in the role than the pay, and I expect to be paid appropriate money for this role based on my experience. As you also know that the high cost of living here in Delhi.

Possible Answer 2

As I am fresher, Salary is not an issue for me. Learning and gaining experience is my major priority. As your company is one of the most reputed company, I just accept the salary offered by you is the best in the industry.

Possible Answer 3

As of now, I haven't thought much about it. I am more focused on learning the requirements for this position that I am applying for.

9) Assume you are hired, then how long would you expect to work for us?

Possible Answer 1

"I will do my best for the growth of your company as long as I have the career growth, job satisfaction, respect and a healthy environment, then I don't need to change my company."

Possible Answer 2

"I will work with the company as long as my presence benefits the company and I get ample opportunity to grow and develop both professionally and monetarily."

Possible Answer 3

"Everyone looks for a bright future, healthy work environment, good salary, job satisfaction and I am pretty sure that your company gives such things, so I don't need to change the company."

Possible Answer 4

"I will work with the company as long as my presence benefits both the company and mine in parallel. So your company gains good results, and I can be in a good position to improve my skills."

10) How would you rate yourself on a scale of 1 to 10?

Possible Answer 1

I will rate myself 8 out of 10 because I would never like to think that there should be a room left for putting in more efforts. That thought will create an interest in learning the things. Thank you very much for giving me this wonderful opportunity.

Possible Answer 2

I will answer this question based on some parameters. As far as hard work is concerned, I will rate myself as 8 because there should always be a scope to increase our skills which will create an interest in learning the things. When it comes to creativity, I would like to rate myself as 9. In the past, I have designed banners and brochures which were appreciated by the clients. To talk about patience, I will tag myself with 6 because I am an entry-level professional. Same as personal life, even professional life needs more experience for more patience. That is probably why in most companies, senior management looks more patient than entry level or even middle level. Overall, I would rate myself as 8 on a scale of 1 to 10.

11) What are your achievements in life?

This question may also be asked that what are your biggest achievements? Or what are you most proud of?

You should discuss only work-related achievements. Try to pick a recent achievement.

Possible Answer 1

"My greatest achievement so far in my career would probably be winning the Manager of the Year award last year."

Possible Answer 2

"My biggest accomplishment is overcoming my fear of failure. It gives me a complete sense of living and makes me more confident."

Possible Answer 3

"I experienced my greatest achievement when I worked as a website manager for an entertainment outlet. My team was under pressure and the website was struggling at the time, and I was tasked with forming a strategy to increase traffic."

12) What is your objective in life?

Your answer should be realistic and practical.

Possible Answer 1

"My short-term goal is to work in a reputed organization like yours where I can enhance my technical skills and knowledge.

My long-term goal is to see the company at a topmost position where I am one of the people responsible for that."

Possible Answer 2

"My goal is to become a successful person and make my family proud of me."

13) What are your strengths?

You should always remember that even if your strength is not business related, find a way to relate it to work. Tell your positive points related to the job.

Possible Answer 1

My main strengths are the ability to use my initiative to take on challenges. I am always proactive at what I do, and that keeps my mind stimulated and focused.

Possible Answer 2

My greatest strengths would be my *intelligence* and *thoughtfulness*. I believe that in every work environment you need to process every step and be detailed in your work.

Possible Answer 3

My *time management* skills are excellent, and I'm organized, efficient, and take pride in excelling at my work.

Possible Answer 4

I always understand the value of time, and I am always able to innovate. I listen to advice from others.

Possible Answer 5

My greatest strength is my ability to focus on my work. I'm not easily distracted, and this means that my performance is very high.

Possible Answer 6

My biggest strength is my *Confidence*. Apart from that, I am *Hardworking, self-motivated* with a positive attitude towards my career and my life. If I have a problem, then I think its an opportunity for me to express my ability.

14) What are your weaknesses?

Everyone has weaknesses so while answering this question don't spend so much time on this. This question is generally asked to know how honest you are with yourself. State one or two minor weaknesses and try to relate it works. (avoid saying "I work too hard" it is a very common answer). Don't pretend you don't have weaknesses and don't avoid answering the question.

Possible Answer 1

You can say, "I used to be very disorganized, always forgetting assignments and birthdays. But I managed to work out a computerized system of to-do lists and reminders that keep me on top of everything."

Possible Answer 2

"I am a straightforward person, and I cannot say no when someone asks me for help."

15) What are your hobbies?

It totally depends on you what you like and what hobbies do you have but always justify your answer.

For Example:

My hobbies are dancing, Internet surfing, playing Chess, listening to music, watching the news channel. In my spare time, I like to read news on my phone and traveling to my hometown. Thank you for giving this opportunity to introduce myself.

16) Explain, how would you be an asset to this organization?

While answering this question, don't merely say that you are hard working, dedicated, punctual, etc. because these are not assets, these are the responsibility that management wants. Off course these are positive words and has a lot of meaning for you as well as for the company. Actually, these qualities make you an asset for the company after getting experience.

Possible Answer 1

"To become an asset for an organization, we have to punctual, dedicated, quickly adapt of the environment and positive working attitude I have all of these qualities so I will prove an asset for this company."

Possible Answer 2

"As I'm a fresher, I'll be passionate about my work, and if given a chance I'll be ready to expose myself into different sectors of work into the industry, and would be faithful to the company always."

Possible Answer 3

"My skill in XYZ company is outstanding. I have earned a lot of certificates and awards from my past employers. As an employee, I can handle pressure with ease and can work with minimal supervision."

17) Would you lie for the company?

You should answer this question in a very diplomatic manner.

Possible Answer 1

"It depends on the situation if my lie creates a positive impact on the company and It was useful for many people, then I will lie."

Possible Answer 2

"Probably I would say no for a lie. But if condition persists that my lie will help thousands of persons and it is not giving any impact to other persons, then I will agree with the lie. My one lie results lot of success and happiness without hurting others rights then I expect to do this."

18) Are you applying for other jobs also?

This question has a very specific purpose. The interviewer wants to know that if the candidate admits that he has applied to other places or gives a canned answer. Or what the candidate think about their company.

You should never claim that you did not apply to other company. Despite this, you can say that -

As you know, I would like to work as a software developer. Beyond your company, I have also applied to XYZ company and ABC company. This answer is more specific.

19) How do you get to know about our company?

The interviewer should not lie while answering such questions. Because an interviewer is a brilliant person and they can detect it if you are lying.

For Example

I get to know about your company from several online websites.

20) What does success mean to you?

Possible Answer 1

If I feel I am making a difference working with a team of people to make a more profitable company. It is a success for me.

Possible Answer 2

If I put a smile on someone face and make him happy, it is a success for me.

21) Describe yourself in one word?

This question is asked to the candidate to judge how spontaneous and explaining he is. If he uses a word, he must be able to explain that word and also represent himself according to that word.

These are some positive words. You can use it but be sure that you are judging with the word.

Original, genuine, logical, incredible, focused, curious, active, quick, balanced, achiever, etc.

22) What is the difference between confidence and overconfidence?

Confidence is based on facts and knowledge, and overconfidence is based on speculation. There is a small difference between confidence and overconfidence. Yes, I can do this work is self-confidence. But only I can do this work is overconfidence.

Or you can say that: confidence is an internal belief that I am a right person for this job and overconfidence is thought that I am only the right person for this job.

23) What is the difference between smart work and hard work?

The difference between smart work and hard work are as follows:

Smart work and hard work are related to each other. Without being a hard worker, we can't be a smart worker. Smart work comes from the hard work. That means everyone has to specialize in his work to become a smart worker. So, all of us have to do hard work to achieve smart work.

So hard work increases your accuracy, and smart work increases accuracy as well as efficiency.

24) Just imagine that you have enough money to retire right now. Would you?

If your answer is YES, you are surely get FAILED.

You can say that:

"No sir, I don't think so. I am a professional, and I love my work, so there is no question to leave my work. Yes, it may be that I would take a break to spend quality time with my family."

25) Don't you think that you are overqualified for this position?

This is trick of the interviewer to trap you and judge how boasting you are?

So, be alert to answer this question and don't even hint to the interviewer that you are overqualified although you are.

This is a good answer:

"I think I am qualified for this post because I am just a beginner and have lots more to learn. I think qualification is not only a matter of theoretical knowledge or results; it also depends on practical knowledge and learning. When I get practical knowledge, I will consider myself just a well-qualified not overqualified. Because learning never ends."

26) Do you have any blind spot?

It is a trick question. So don't specify your actual weaknesses. Instead of this try to show you are very team oriented

For example:

"I would say everyone has blind spots and I would too that's why I believe in teamwork because when you are a team, you can point out the blind spots of other people, and they will also do the same for you."

Note: "don't admit failure as a blind spot. Failure is not a blind spot."

27) How do you handle stress, pressure, and anxiety?

It is a typical interview question asked to judge how you handle the job stress and pressure.

Possible Answer 1

I believe in working in a planned way and finishing my work regularly. I always react to situations, rather than to stress. In this way, I handle the situation and don't take the stress.

Possible Answer 2

I go to the gym regularly and do work out. In this way, I remove my stress. I believe that physical exercise is a great stress reducer.

28) What is the disappointment in your life?

This question is asked to judge, what type of situations make you uncomfortable and disappointed. While answering this question, don't just say your disappointment. Instead of this, you should include what you learn from that incident.

Possible Answer 1:

"The greatest disappointment in my life so far as when my laptop had stolen, and I had lost all my important data. I remember that I had to work hard for the next 10 days to redo all my work to make sure to submit on time."

Possible Answer 2: If you did not face any disappointment in your life

"Sir, I don't feel that I have faced such type of situation."

29) What makes you angry?

You should always answer this question in a manner that suits both your personality and management too.

"Sir, I am not a short-tempered person, but I feel a bit of annoyance when someone disturbs me in my work without a genuine reason. Although I am an even-tempered person, when I get angry, I try to channel my negative feeling in my work."

30) What was the most difficult decision you have made in your past life?

This question is asked to judge your decision-making capabilities. The interviewer wants to know, how you take a decision in tough times.

Possible Answer 1

After completing my graduation, the toughest decision is whether to go for higher studies or do a job. Then I chose the job because getting trained is better than educated and it was also the demand of that time.

Possible Answer 2

My toughest decision was to take admission in B.tech. I belong to a middle-class family, and my father was not in favor of taking admission, but I convinced him, and today he is very happy.

Possible Answer 3

Before some time when I had to choose between joining a group of employees protesting some issue, and staying away from the issue. I ended up being a mediator between our immediate supervisor and employees, and I am glad I made that decision because it all ended well and without further conflicts in the company.

31) How did you know about this position/ vacancy?

Just tell the source from where you got the information about this post. If the interviewer asks, what you know about this position or what appeals you most in this position?

Then you can add:

I have carefully studied both the job description and the person specification, so I am fully aware of the duties and responsibilities of this role.

32) What gets you up in the morning?

It is my promise that gets up me in the morning. My promise is to learn something new and someone in need. It provides me the satisfaction that I am making a difference in someone life.

33) What is your favorite book?

This question is asked to judge your taste about reading books. The interviewer wants to know what types of book you like. Would you fit for the company culture?

Answer this question according to your sense, your knowledge about the book. Only named the books you have really read. You should choose something from a reputable author that your interviewer has probably heard of.

34) As you said, internet surfing is your hobby. Which site do you surf mostly?

This is your choice that which sites you surf most, but while answering this question always refers to sites which are relevant to your field of job. Don't take the name of social networking sites or other irrelevant sites.

35) What was the biggest mistake of your life?

At the time of answering this question, you should choose a story containing not too many mistakes. It should be real.

Talk about the mistake, but it is also important to convince the interviewer that you never make the same mistake again.

For example:

I think the worst mistake I ever made at work was in my first ever job - five years ago now. A more senior member of the team seemed to take an instant dislike to me from the start, and one day she was particularly unpleasant to me in front of several colleagues.

Later on, I was talking to one of those colleagues who was, I thought, attempting to console me. Angry and hurt, I foolishly vented my feelings and told her what I thought of the lady in question. I was naturally shocked to find out that she went on to tell everyone what I had said and this certainly didn't help my relationship with the team member who was causing me problems.

Rather than let the situation carry on, I chose to have a quiet word with this lady to find out what her problem was with me and to see if we could put it behind us. It turned out

it was nothing personal; she just resented the fact that a friend of hers had also been interviewed for my position and had been turned down. Once we had got matters out into the air, her behavior changed, and we got on quite well after that. However, I certainly learned a lot from experience. I learned that careful communication is vital in managing interpersonal relationships and that if I have a problem with someone, it's always best to talk it over with them rather than with someone else.

36) Do you have any reference?

This question has just two answers, YES or NO. If you know anyone from that company, say YES, otherwise NO.

37) How do you deal with an angry or irritated customer?

Possible Answer 1

I would try to find out exactly what the problem was, and evaluate if there was something I could do to make it right.

Possible Answer 2

I would ask the customer to explain his problem and carefully listen to him. After that, I do my best to solve his problem. If that problem is not regarding my work area, I spoke to someone who could help him immediately.

38) How do you deal with an angry or irritated customer?

Possible Answer 1

I would try to find out exactly what the problem was, and evaluate if there was something I could do to make it right.

Possible Answer 2

I would ask the customer to explain his problem and carefully listen to him. After that, I do my best to solve his problem. If that problem is not regarding my work area, I spoke to someone who could help him immediately.

39) What is your greatest fear?

Possible Answer 1

Before some time, public speaking has been a challenge for me. I was very nervous and hesitate while giving any presentation, so I started taking public speaking seminars to improve it. Now, I still get nervous before pitches, but I have learned how to remain calm and get the job done right.

Possible Answer 2

As you know that I have never worked in my life and this is my first job, my inexperience is my weakness. But I beg to differ. I am confident and a fast learner. I assure you that I will perform my job without carrying any pre-conceived notions regarding how I feel.

40) Explain the difference between group and team?

The difference between group and team are as follows:

There is only one difference between the group and the team. That is unity. Any set of people who stand together without any purpose or goal can be called as Group. Whereas, when more than 2 people work towards a common goal, can be called as a Team. For example: If you assign work to a group, then the work will be divided between the members and each member will work out their part, without any coordination with the other members of the group. On the other hand, if you assign a project to a team, they will collectively take the responsibility and work together with the goal to achieve the desired result. In a team, the members will cooperate and coordinate with each other at all times.

41) What will you do if you don't get this position?

Possible Answer 1

I have high hopes that I will be selected. In case if I will not select, I will continue to look for another job in the same field that will fit my schedule and goals.

Possible Answer 2

If I don't get this job, I will use this experience to reflect my weakness and try my best to improve on them for the future opportunities along the way.

42) What is the success for you?

Success refers to the accomplishment of an aim or purpose.

43) Would you like to relocate or travel for the company?

Firstly, you need to understand the purpose of this question. The fresher candidate does not say *YES* at once. This will only show your desperation to this job. You can answer like this:

Possible Answer 1

I will definitely consider traveling if the opportunity is appropriate, rewarding and feasible. I don't think that I will have any problem with the traveling involved.

Possible Answer 2

Yes, as part of growing up. I used to travel a lot as my father is an ex-serviceman hence occasionally he used to be posted throughout the country. Though I would prefer my city as it is my birthplace and all my friends and relatives are there, but at the same time, I am ok with relocating.

44) What makes you happy?

I feel happy when I accomplished my task. I also feel happy when I achieved my goals. Holiday with my family and friends also makes me happy.

45) Is there anything which makes you different from other candidates?

It is good to start with a disclaimer that you are not aware of the strengths of the other candidate. Also, you sure that some impressive candidates apply for this position.

Possible Answer 1

Although, I am not familiar with the others whom you are interviewing for this position. I am sure many talented people applying for the job. But because of my background and the problem-solving skills, I considered myself to be a strong candidate for this position.

Possible Answer 2

I understand that success is not always guaranteed but there is still hope, and I never lose the faith, whether I succeed or not. I think this power makes me stand alone from all other candidates.

Possible Answer 3

I have exceptional organizational skills. In my last job, I created a project which was termed as quite creative by the clients. I think my technical skills make me stand alone from all other candidates.

46) Describe the three things that are most important for you in a job?

Possible Answer 1

According to me, Honesty, Loyalty, and determination to achieve my team's target are the three important things in a job.

Possible Answer 2

According to me, Professionalism, growth and a healthy work-life balance are the three important things in a job.

47) What are your expectations from the company?

Though this answer is objective and can be different for different persons, but you should be positive in your thoughts and do not say many things about the company which gives the interviewer an illusion that you are exaggerating. In short, be realistic and precise.

For Example

I have always wanted to work with an organization which provides a very comfortable and home like work environment. I would like to work in the company where I can get the opportunity to learn and enhance my skill to become a better professional in the future.

48) On a scale of one to ten, rate me as an interviewer?

Possible Answer 1

Sir, I'm not in the position to rate you as an interviewer. Anyway, I'm not going to disappoint you. As an interviewer you've fulfilled your job, So, I can give you 10 out of 10. But I'll give you 9/10 as there should always be a scope to increase our skills which will create an interest in learning the things. Thank you very much for giving me this wonderful opportunity.

Possible Answer 2

Thank you for giving me such an opportunity, but for sure I am not the person to rate you. As it is obvious that your position is highly reputed and you have been chosen to undergo this process that shows your excellence at this place, but still I have to answer this question so honestly, it would be 9/10 as no one is perfect and we always leave room for improvement.

49) Who is your role model? What have you incorporated into your life from him/her?

You should think of people who embody the qualities that you most admire.

For Example

The role model of my life is my mother. Whenever I am down my mother helps me to push my limits, and she always keeps me on the track. She was scolding me whenever I do something

wrong. She is everything for me, I still got inspired from her, how she manages every problem in every situation.

50) Do you have any questions for me?

It's your turn now. If you get such an opportunity, you may ask questions like that:

Possible Answer 1

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?

Possible Answer 2

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.