Common Interview Questions

(HR)

Ashirbad Swain

Fresher

- Good morning,
- First of all, thank you for giving the opportunity to introduce myself.
- My name is Ashirbad Swain.
- I am basically from Dhenkanal, Odisha.
- I have done B. Tech in computer science and engineering from Biju Patnaik university of technology with 8.31 CGPA or 83%.
- As my roots are from Dhenkanal, so I completed my schooling and intermediate in my home town only with securing 87% in 10th and 80% in 12th.
- In my family, apart from my parents, I have an elder sister and a younger brother.
- I am good in programming languages like Core Java and very much interested in Android.
- My hobbies are studying, painting, listening to music.

Experienced

- Hello,
- I'm working as a junior Android Developer, and I have 2+ years of experience in mobile application development using Android SDK.
- I am currently working at RoboMoto Technologies, Bangalore.
- I am proficient in Java, Kotlin, SQL as well as various versions of Android, Framework and Libraries. Also, I am familiar with the Flutter Framework.
- I have experience in developing over 20+ android application for various platform using Java, Kotlin, JSON, XML as well as Firebase and Android Jetpack compose.
- And focused on implementing rich user interface as per UI/UX and Google Material Design Guidelines.
- In my current company my role is to design the mobile UI prototypes first, then implement them in the real-world android application and also generate the apk for release.
- I have been working mainly on many new applications like JOYPOS and supports some existing application as well.
- Describing the Project….
- Yaa. That's all!

Hey, you know what. I know you are looking for this person and based on what I just explained you, all the things that I have went through, I tell you I am the right fit for this job. I could do everything that you have listed in the job description.

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What is your strength?

Sir, I am a hardworking person. I am punctual and loyal towards my work.

How can you say that you are a hardworking person?

Sir, because whatever task is assigned to me, I just get into it. I don't even see at the time.

How can you say you are punctual?

Sir, because I always value the time. I understand that "Time once gone, can never be regained".

How can you say, you are loyal towards your work?

Sir, because I always treat my company as my own, so I work with honesty and dedication.

What is your weakness?

Sir, I can't say no if anyone ask me for help, I think that's my weakness.

Or

I get little annoyed when projects don't meet deadlines that is perfectly fine. Even myself get annoyed because I have done all the work on my part and now because of a few other people the work didn't get completed and I get agitated and then the deadline is being pushed out and it impacts the entire team.

Or

I am too detail-oriented mean I'm a perfectionist.

Any other weakness and how do you overcome it?

I always willing to take additional responsibilities but I end up being overworked. So, now I am realistic about what I can do. So that I do work to the required standards.

Why do you want to work with our company?

Sir, it's a growing/reputed company in India. As far as, I have heard about it; the work environment is amazing. People really feel proud of working here. I think; it's a golden opportunity for me to work here and explore my potential.

Or

It is an opportunity to enhance my knowledge and help the organization as well to grow professionally.

Why should we hire you?

Sir, I am sure I will turn out to be key player of you company and assure you that, you will never regret for the decision to hire me.

Or

I will always be willing to share responsibilities to suit the requirements.

Ashirbad Swain

Where do you see yourself after 5 years?

Sir, my short-term goal is to become a key player of the company and my long-term goal is to be in a respectable position in the company.

Can you work under pressure?

Yes, I can, sometimes, we need to work under pressure as well. So, that's not a problem for me at all.

Do you have any questions?

- Yes,
- I would like to know the job timing?
- If I am successful, what's the first thing you would want me to concentrate on in this Android Developer position?
- What are the future plans for the company and how could I help you to achieve your objectives?
- Whether the company allows for lateral and vertical role changes?
- Whether the company has plans for expansion?

Tell me about yourself and why you want this position?

I am a strong team worker who can be relied upon to carry out my technical duties with passion and professionalism to ensure the goals of the department and the company I am work for are met.

My level of Android Development ability is a strong match for this role and I have experience of working with other developers, engineers and also third-party service providers to complete tasks successfully.

I want this Android position because I feel I can contribute to the team positively; I can bring something new in terms of my competence, and you are also an attractive employer to work for due to your future plans and also the reputation you have within the industry.

OR

- I do see this job a perfect fit for me because of such and such reason and that is this this this and that's all in the job description.
- Because you do have the group of people who are so talented and I would love with them right now.
- This is an amazing company you guys have so many processes in place to do, certain things you have already gone through that and I want to learn that.

Why do you want to work for our company in this Android position?

Within any Android job, it's really important to choose your employer carefully. What I mean by this is, in order to carry out your job properly, you need to work as part of a team that has clearly defined goals, sets high standards and also works collaborate to achieve all company objectives.

From what I found during my research into your organization, you are very well thought of by other people who work within the industry, you have exciting and ambitious plans for the future, and it is clear you give your staff the support they need to grow and develop within their roles.

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What personality will you bring to the team?

My personality is one of always being positive, having a can-do attitude and also being supportive of other developers, team members and ensuring I help out the team in a professional and timely manner.

What's important within any Android Developer role, is to remember you are all working together collaboratively to achieve the company's objectives, and on that basis, you have to bring your technical expertise to the table, look for efficient ways of working, and also respond to people's queries and questions in as quick a time as possible.

Why do you want to leave your current job?

I want to leave my job because I am looking for a fresh challenge with a company that has exciting and ambitious plans for the future, and one that will also use my skills and technical abilities to the full.

My employer has been great and we have achieved some fantastic things while I have been there. But I now ready for a new challenge, and I would like that challenge to be with your company.

Or

I think I want to grow further and I believe that is possible with a new employer.

Or

I want to leave my current job because I am looking for a fresh challenge and also my company doesn't have any project since last six month. So, I'm not getting any opportunity to explore myself.

What is more important to you; money or the work?

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

Or

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

What is more important to you; money or success?

I would choose success reason being if one is successful, money often follows and you need not focus on money over success.

What do you know about our company or about us?

I see that your company does a lot of projects which is quite interesting.

Can you tell something about your previous boss?

All my bosses possessed some skills worth learning. I have always tried to learn something new from them including my previous boss.

Assuming that you are selected what, will be your strategy for next 60 days?

If I am selected for this position, I use my role carefully in terms of increasing the overall profitability.

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How would you improve upon our product or company?

Having worked closely with the product development team, I understand how the research for product development is carried out.

Don't you think you are overqualified for this position?

Basically, the learning process continues, and I don't think I am overqualified.

Is there anything that you do not like about your last or current job?

The number of challenges an opportunity to grow further started diminishing.

Will you be okay in taking a salary cut?

I believe that at one point of time in career self-actualization become more important.

What do you do to improve your knowledge?

It is extremely important to keep abreast with the new technological developments and this needs me take some time out of well schedule so that I can keep sharping my skills.

How do you rate your communication skills?

In the scale of 1 to 10, it is 9.

How would you compensate for the lack of experience you have for this position?

have the ability to understand and pick-up new things quickly.

What is your style of management?

Situational leadership

Is there any particular kind of person you cannot work with?

No

What qualities would you look for in your senior?

Intelligence, good sense of humor etc.

What motivates you at work?

New challenges

What position would you prefer while working on a project?

Middle level management

Tell me about your dream job?

The only dream job I've always had was a job that keeps me busy, a job wherein I get to contribute to the company's success.

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Yes, definitely. While I will deny the fact that I can work independently with minimal supervision, I'm also one companion every leader would ever want to be in his team. Whatever task is assigned to me, I make sure it meets and exceeds what is expected of me. I also make it a point to reach out to teammates whenever needed.

What is your philosophy towards work?

I have only one philosophy when it comes to work: every piece of work, regardless of size, has to be done on time and in the right manner.

What have you learned from mistakes on the job?

I learned that without proper coordination, even the simplest task could cause problems in a project. I had this problem during my first job. From that time on, I made sure everything follows every detail and coordination.

Describe your management style?

Basically, my management style comes with promptness and flexibility. To make sure goals are achieved, I religiously study and make plans down to the smallest detail. While I do implement a strict sense of being time bounded, I also add responsible allowances and make room for contingencies.

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

I have high hopes that I will be hired. In case it turns the other way around, I would have to move on and search for another job.

What do you think about overtime?

If it is a job requirement, I will be obliged to work overtime. I am single now, without any family burden, I can devote myself to work. But at the same time, I will also improve work efficiency and reduce unnecessary overtime.

What is your salary requirement?

I have trained in Systematic software programming and do not need a lot of training. And I am also particularly interested in programming. Therefore, I hope the company can give me a reasonable salary according to my situation and the level of market standards.

OR

I'm looking for anywhere between 50 to 60 thousand.

You know what, let me sleep over it and that's perfectly fine. You could take a day or two think about it.

Is there any sign on bonus? Is there any yearly bonus? What is the raise or yearly raise? Is there any relocation bonus?

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I wish to pursue this internship/position to evaluate my inherent abilities and potential. Although I have accumulated a strong foundational knowledge in this domain, I think the best way to move forward would be to get practical working experience in an established platform, that is your company.

OR

- Learning new things
- Acquiring new skills
- Meeting deadlines, goals and targets
- Coaching others
- Improving processes, finding ways to solving problems
- Leading a team or being a part of a team
- Completing a difficult project
- Overcoming challenges

What is your greatest failure, and what did you learn from it?

The **situation** was that we lost a few important files in our system.

What was the **task**? The task was for me to come up with a script that will delete all the files. Now what happened was when I ran that script, it deleted all files as well as some other files that are newer file that we didn't want to be deleted. That was a big no.

Now what was the **action** that I took. The action I took is that I went back to the backups I retrieved those files, restored those files back to the system and I made sure that all the files that we got rid of are now available.

Now what did I learn from this. Which is the last is resolved. What I **learned** from this is, any time I'm going to test something I'm going to test it in the lab environment before I start testing or I do this testing on production.

Tell me time when you had to work with difficult people?

To go over with. I have my own process that I usually follow, and that process is, I stay calm, and I try to learn the other person's how the person functions. I treat the person with respect. I build a report around the person, what that means is I try to show that person that I am a valuable asset for the company. I know it all to support my job and show that person that I could be value to him or her as well.

Then I'll have a one-on-one communication with him. I'll sit down and say hey John let's go have a talk. The next step what I'll do is if none of that works out I'll try to ignore that person and the last thing let's say if I have to work with that person then I will just go simply go to my boss and I'll talk to my boss. Not in a complaint way but I'll ask for his advice, his suggestions as how he would recommend that I should act or react to his behavior. That's my sequence of how I would respond.

STAR Method

I was a new hire in a company, and I needed to know a lot of things, but I didn't get the support.

The task was for me is that I need to learn the environment, need to learn the system how system works, and I need to know who is who, what are the groups that we get engaged with. I need to find all that

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information about our data centers I didn't know. I was not getting all that information from that specific person.

So, what I did is I applied all the things that I talked about previously like I stayed calm, learned treat peep person with respect, I had a communication with them, build a report, I applied all that. That was my action.

What was the result. The result was that, that guy became my one of good friends in the company and I tell this, until today, he is the only one who is still in touch with me aside from all the people that I worked with so that's what my formula always works.

Describe a time when you had a disagreement with your boss and how you handled it?

Before I get into any disagreement with my boss, I will make sure that I have all facts together, I'll make sure I have all the proper documentation that includes all the pros and cons of anything that I'm supporting. I will ask my boss that, what she thinks about certain things or the point that we are discussing I will have a regular one-on-one communication. I will be very respectful and move on if things don't work out the way I want it. So, these are things that I will follow.

STAR Method

The **situation** was that my boss was adamant that she wanted to remain on physical systems. Wanted her to go to a virtual system virtualization technology.

Now, the **task** was for me to is getting her to learn what the good things the virtualization has to offer its application so implementations in our environment.

So, the action that I took is first I train myself. I train myself on the virtualization platform so I would be able to answer any question that she asked. I gathered all the facts together about virtualization. Exactly what benefit it has and what it disadvantages. Also, I put together all the documentation that may be my boss needed to make her decision. So, that was my action.

I put everything together, had a communication with her back and forth, back and forth. She had questions I had answers. And then in the end after a few months of back and forth the result was the virtualization technology was finally got deployed in our environment and I was so happy.

So, the disagreement usually happens not because that I'm right or she is wrong or she's right I'm wrong. We both have a difference of opinion it's just a matter of how you support your opinion and whether your opinion weighs more than hers.

Tell me about a successful presentation you gave and why you think it was a hit?

The **situation** was that you had to give a presentation on how to improve customer service.

My **task** was to put together a presentation most likely in PowerPoint or any other presented any other tool for to do the presentation. Now with that presentation you have to do some animations, so the audience doesn't get bored. You have to use some slides some transitions. So that was the task.

The **action** is that you need to put together the material. You have to actually go through the material one by one the content of the presentation. The action is to put together all the supporting documentation, that if you think that a customer service should change, why should change and whether the procedure that you are bringing in by it was successful at one point or not, show supporting document, some past experience

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and some statistics. Then you also have to bring in some ideas that you gather from your team. Also you've got to use some bigger fonts not small fonts on the presentation, also give slides so you could say I gave slides to all my audience before the presentation.

And the end result was when I held all those materials together, I did my research. The result was that my presentation my actually feedback to improve the customer service experience, the whole process to change was improved and it was implemented. That's how my presentation was successful.

Tell me about the toughest decision you've to make and the outcome?

The situation that I had where I had to make a tough decision. So, I was working for this company for almost two or three years and another team manager approached me and he basically liked my work a lot. And he actually offered me a position in his team. So, for me the tough decision was either to stay with my team or move on to his team. So, I did compare both roles. I did look into the growth of the role and other in the new role.

I did try to compare what projects that I'm working on and what other projects the other team has. I talked to my manager, I talked to my team of course a couple of people, I talked to the other team manager as well just to find out what are the things that they are working on or what the opportunities that I have in the new role. So finally, after doing all the comparison or all my work that I had to do I decided to move on to the other team. Now of course it was my tough decision because I really loved working for my team. But again I decided to move on because there was a lot of new things that I was going to learn.

STAR Method

The **situation** was that I had to decide if I should move to another team or not.

And the **task** was to decide and compare which role would be the better fit for me. And I have to decide what I'm leaving behind and what I'm going to get in the new role.

So, the action was to compare both roles. I talked to my manager, I talked to the other team manager, talked to a few people in my team who had more experiences who went with the company for a really long time. I compared the project and the final end result which is that I finally decided to move on to the other team.

What would you do if your work is criticized?

Well, I would say that first of all I'd not go into defensive mode. I would not react to the situation. I would respond to the situation. I would understand the other person's point of view where he or she is coming from. I'll get the feedback and ask where to improve. Then also write down all those feedback that person has given you. Write it down and then try to work on it and see which are the first things that you have to tackle. Also, if there is a situation where you really have to talk to the person one on one, have a meeting with the person, sit down and talk as one on one what do you think that I should improve. Again, don't get angry, don't get upset. Just talk to the person hey I really appreciate that you gave me feedback. Can you please tell me how I can improve? Also, I will ask others for feedback as well. Hey what do you think about my project. Then finally once we have everything together then actually start improving it, if your work really needs improvement and I'm sure we all need improvements one way or the other. Finally, if nothing works out and you know that this guy is giving criticism to everyone and that's what he's really good at so then may be talk to your manager or start to ignore that person. That's the only thing the best you could do.

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How would you handle a dissatisfied customer?

First of all, every time there's a dissatisfied customer, they're angry at us, you don't have to react to it. They have to understand the situation. We don't have to take it personally. Remember this is all business, this is unprofessional. So don't take it personally. I wouldn't do it. Then I'll he remains calm and actually try to listen to the person to understand the situation. I would never say that they are wrong.

I will ask more questions. I will acknowledge, yes that I understand and I'm listening. Ask them for solution maybe they are dissatisfied maybe they have ideas to improve or whatever the situation is maybe they could tell us. Ask what you think it could have happened. Talk to your manager, if you are out of clues how do you handle it. Always go to manager. I will go to the manager ask for suggestions.

Also, I would if I had to apologize to the customer, I wouldn't even think of for a second, I would. That's fine. Then I would act on a solution, what are they looking for, I know they sometimes a customer, all they want is admit that they were wrong. They want that admission of guilt, and they are okay with that.

Most of the time when you are really nice to the customer that are okay with your apology, that your acceptance that you are wrong. And then of course once you have settled everything down, always make sure you follow up with the customer and ask them, Hey John, I'm sorry that situation happened. Are you satisfied? Is there anything I could do for you?

Your manager assigned you a project with tight deadline, how would you handle it?

First of all, I would not react to the situation, and I say react meaning I wouldn't even get angry wight away. I would try to understand the situation and understanding the situation is like more of a responding to the situation than reacting to it. I would also never commit to something that I cannot deliver. If a project is assigned it has to be delivered by Friday and I know the project talks more than two or more three weeks. Now I would not commit, or I would not reply back saying Yes Boss you got it.

Also, I will evaluate if there is any way I could complete the project before I am replying back. I'll spend some time see what can be done with the project. Also, I would try to shift some of my priorities around. I will have a one-on-one communication with my boss and ask whether she can change some priorities for me, shift me few things around. Maybe I'm working on 10 different things, now which one takes the priority, I don't know.

She wouldn't know she is my boss she would know better so I will sit down with her and talk to her about that. Also, I'll ask my team members for some insight or some help if someone in my team is willing to help me.

Also, I would divide my project maybe into different phases and present that to my boss and saying Hey project cannot be done by Friday. Can we put that in like two or three different phases? I'll complete the first phase by Friday. Second phase by next Friday and third phase are completed the entire project by this date. Try to come up with the resolution, see if your boss agrees to it and then if nothing works, I will try to put as much time as I can into the work and at the end when it's not finished, I'll also as I go along, I will try to update my manager where I am, what are the difficulties, what are the things that I need his or her help.

What would be your 90 days plan if you were hired?

First of all, I would first go though the documentation process and procedures that you have in place. I'll also look for some virtual training so in class training if it is available. I'll also set up a phone or in person calls with some key people, maybe the people who really know things are also set up a recurring one-on-one meeting with my boss, maybe once or twice a week especially the first few weeks. I also engage how this little things like specially for setting up my laptop, setting up my you know some IT related stuff, so I'm not going around bothering people about that, especially I'll also learn from the best meaning I'll find out who are the real people who've been working with the company for so long and they would a lot of things to try to find those people who they are and I would sit with them try to find some time now maybe during this process the people that I'm trying to look for are really busy so I'd have to work around their schedule.

I'm definitely not gonna sit around and wait for someone to come and tell me what to do or how to learn. I'll find the resource and I'll get things done.

How would you respond to a stressful situation (e.g., system wide outages, fire alarms or some kind of disaster etc.)?

I would remain calm. That's a very first thing that we all have to do not to get panic for any type of situations and remain calm because you can make the right decision when you're not panic. Then I would understand the situation exactly what happened, why did it happen. Is it a false alarm? Is it radio outage or is it a considered or declared as a disaster? I would also bring all the involved parties. I would try to see who are responsible to fix that situation. I'll bring them on talk to them or if there is necessary, I'll set up a conference bridge to bring everyone and try to understand.

Also, I would gather all the facts and all the troubleshooting documents and notes I would review the guidelines or procedures that are in place. It's something like that happen, what would be the approach, what would be the right way. Maybe they have had this type of outage or disaster in the past and they have all of those steps recorded.

I'd also delegate if there are some tasks that I know that other persons are more suited to work on then basically stepping on everyone's toe will delegate, If I could. Also, I would talk to my manager always before I do anything before, I make any decision for a client shot. If something that I'm not aware of, I'm not gonna experiment it.

Tips

1. Don't judge yourself in a bad or good way (unless you are explicitly asked to) only talk about facts:
- I have used retrofit a lot. NO!
- I have used retrofit in my last three projects. BETTER!

2. Do not answer with only "yes" or "no", provide a clear and concise example to demonstrate that you have put your skills in practice. Try to always positively but don't ever lie! If you can't honestly say that you have experience with the technology, a good answer would be:
- I have some basic knowledge about how work coroutines in Kotlin but I have never applied my skills into a finished project.

3. Examples of questions you can ask:
- Is the new development in Kotlin or Java? What design pattern are you using?

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- Do you accept remote work? Do you have strict or flexible hours?
- What are the next steps of the hiring process?

4. If you are being questioned about a technology you are not 100% familiar with, you can still answer with what you know but ask them if they can complete your knowledge.
   <u>Example:</u>
   Q: What are the pros and cons of using RxJava vs Flow when you work with streams?
   A: I know that Flow is part of the Kotlin language so it is easier to use and to test but still not fully stable when RxJava has been used in production for years. Flow being pretty recent I haven't had a chance yet to use it a lot so I don't know more about it. Do you have anything to add?

Approaching a Business Problem

What decision to be made?

The decision the sales manager needs to make is, "Do we have enough capacity on the support team to handle the support tickets from the new customer?" and "If not, how many people do we need to add the support team to reach the desired capacity?"

What information do we need to inform this decision?

We need to calculate the average number of tickets per customer per week. We can then aggregate the average number of tickets for each customer to get a total average number of support tickets that we predict will be submitted per week. Once we have this information, we need to compare the predicted average number of tickets with the current capacity of the support staff, specifically, the average number of tickets each team member can handle.

What type of analysis is needed to get the information needed to make that decision?

Let's use our Methodology Map flowchart to help us determine the type of analysis we should use to provide the exact information needed to inform the decision. We want to predict the average number of tickets per week a new customer will submit. Therefore, we are looking to predict an outcome – that was easy.

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Accepting a Job Offer Email Example

Below is an example of an acceptance email from candidate Jane Jackson to recruiter Nathan Atkins at Intuit.

Key Points:

1. Accept in a very positive and enthusiastic tone
2. Thank your contract for their efforts
3. Shift the conversation towards the future

Hi, Mr. Atkins,

Thank you for taking the time to consider my request and coming back with a new proposal. I'm thrilled to be able to say that I accept! Please find the signed offer letter attached.

I want to thank you again for your time and effort during this entire process – it's been a wonderful opportunity to learn more about Intuit, and I'm looking forward to meeting my new teammates and getting to work!

Many thanks,

Jane

Rejecting a Job offer Email Example

Below is an example of a rejection email from candidate Jane Jackson to recruiter Nathan Atkins at Intuit.

Hi Mr. Atkins,

I appreciate you taking the time to consider my request regarding vacation time. While I understand the corporate policy on the matter, I feel I need certain amount of time away from work each year to be with my family and recharge so that I can be at my best. For this reason, I am disappointed to say that I won't be able to accept the offer to join Intuit. This was a difficult decision to make because I feel I would be a great fit for the role, but I must make the right decision for my family going forward.

Thank you again for your time and effort during this entire process – I've enjoyed getting to know the company and hope we can stay in touch. Even if we weren't successful in completing this deal, I'd love to count you as part of my professional network going forward.

Thank you for the opportunity – I know Intuit will continue to accomplish great things going forward and I'll be cheering the company on from afar.

Many thanks,

Jane Jackson

Hi Mr. Atkins,

Thank you very much for the offer of employment! I'm excited by the prospect of joining Intuit and working with the rest of the team to help power prosperity around the world. Intuit is a world-class company and it's an honor to receive a job offer from you.

I have reviewed the offer of employment and talked it through with my spouse, as well as my professional mentor. While I'm excited by the opportunity, I'm hoping that we can find some common ground on a few of the items outlined in the offer:

- The salary offers of $75,000 is on the low-end of the range we discussed towards the beginning of the interview process. Based on my research on salary.com, a reasonable base salary range for this role for someone with 10 years of relevant experience is between $84,700 and $92,200, which overlaps with the range we discussed on the phone. Based on my experience and my proven ability to optimize campaigns to drive business results, I would feel more comfortable if we could land in that range.

- The offer provides 2 weeks of paid vacation, though I currently have 3 weeks in my current role with PEPSICO. While I'm not asking you to beat my current allocation, it is very important to me that I maintain my current amount of vacation time when accepting a new role.

- The offer outlines a 1-year probationary period of employment. While I am energized by this new challenge and have great confidence in my ability to perform in the role, a 1-year probationary term seems lengthy. Given that I'm leaving very stable employment to accept this role, I'd like you to consider reducing this period to 60 days. This gives you an opportunity to assess my merit in the role while affording me some reasonable job security, which is something that's important to me.

I also have a small number of comments/questions for clarification:

- Regarding travel, I am comfortable with the rough 20% approximation, however I do want us to be on the same page from day 1, so I wanted to note that I have a young child at home and will need reasonable notice before traveling for work so that I can make appropriate child care arrangements

- We had discussed a potential performance incentive plan during the interview process, but I don't see it mentioned in the offer letter. Does this role qualify for participation in the incentive program? If yes, how could I get more details on the program?

- Are employees required to pay for parking at your offices? If yes, knowing the amount would be helpful as I evaluate the overall financial impact of accepting the role.

Thank you again for this opportunity - I'm thrilled by the prospect of joining Intuit and am hopeful we can agree on an employment contract that everyone is comfortable with. I'm grateful for your time and effort in considering my requests and look forward to hearing back from you soon. Please don't hesitate to phone me if you'd like to talk things through in more detail!

Many thanks,

Jane Jackson

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Asking for LinkedIn Recommendation

If you are asking someone you currently work with…

Hi Steve,

I hope you're having a great week!

I want to let you know how much I enjoy working with you, as well as how much I value your insights and feedback. I've especially enjoyed collaborating with you on [project you worked on together].

I have a small request for you. I aim to keep my LinkedIn profile updated to provide an accurate picture of my skills and experiences. With that in mind, I'd love if you could write me a LinkedIn recommendation that highlights my skills in Mobile Application Development and Web Development.

I'd be happy to write you a recommendation in return. Just let me know if there's something specific, you'd like me to call attention to.

Would you feel comfortable writing a recommendation of this kind for me? Of course, no pressure either way.

All the best,

Ashirbad

If you are asking someone you used to work with…

Hi Steve,

I hope all is well with you!

I'm touching base to make a small request of you, I'm currently [job searching/looking to move on from my current role as X into Y] and want to keep my LinkedIn profile updated for recruiters.

I really enjoyed working with you at Infosys, and I especially appreciate [feedback/advice/experience you got from them]. As a result, I thought you'd be a great fit to write me a short LinkedIn recommendation highlighting my skills in Mobile application development and Web development. If you are willing, I'm happy to send over additional information to make writing one easier for you.

Also, I'm more than happy to return the favor and write you a recommendation. Just let me know if there's something specific, you'd like me to emphasize.

Would you feel comfortable writing a recommendation of this kind for me? Of course, no pressure either way.

Let's catch up soon!

Ashirbad

How to ask for a recommendation,

Hi Eric-

Hope you're well. I'm trying to refresh my LinkedIn presence, as I'm considering looking for a new position, and I was wondering if you would be willing to share a few words around our work together at Company XYZ. I would be happy to write a recommendation in return.

Thanks!
Dana

Or

Hi Jessica-

I hope you are well. I'm in the midst of a new job search, and I'm working on strengthening my LinkedIn presence. Since we worked closely together on that big project for company XYZ, would you be open to writing me a recommendation for my profile? I would be happy to provide some ideas or verbiage if that would make it easier.

Thanks in advance!
Dana

Interview Follow up

How to Follow up after an interview,

Hi [Hiring Manager's Name],

I hope you're having a great week. I interviewed for the [job title] position on [interview date], and you mentioned your team would be finalizing a hiring decision this week. Would you be able to provide me with an update, please? If you need any additional information from me, please let me know!

Thank you so much.

Best,

[Your Name]

How to Follow up after interview for the second time,

Hi [Hiring Manager's Name],

Just wanted to follow up on my previous email (below). Do you have any updates to share regarding the [job title] position? Please let me know whenever you have time if I am still in the running for the role.

Thank you!

Ashirbad Swain

Follow up after application submission

Hi Steve,

I have recently applied to join your company as an Android Developer and since I am really interested in the position and the product you are developing, I wanted to reach out, make sure you have received my resume and see if we could schedule a quick chat so we can get to know each other better.

A bit more about myself, I am an Android Developer with a lot of experience in Kotlin and Coroutines (currently learning the new Flow library), here's some examples of my open-source work: [GitHub Profile Link]. I have excellent communication skills, my previous experience as a developer taught me how to listen to everyone's ideas and get mine accepted as well. Also being a skilled instructor on the side I learnt how to teach someone a new skill step by step and how to overcome new challenges.

I would love to join [company name] to develop a product that have an impact on the customer's life, share my Kotlin knowledge with my peers and get to learn new technology from them.

Many thanks,

Ashirbad Swain

Who to send the main?

1. Recruiter

2. Lead Android Developer/Supervisor

3. CTO

4. CEO

5. One of their Android Developers