

Interview Etiquettes:

- Wear formal clothes (t-shirt, Salwar, Saree) for the interview.
- Hair should be combed and beard should be trimmed.
- In case of an online interview, a virtual background should be present.
- Check your internet connection (should be stable), microphone, and sound before the interview.
- You should be in quite a place with no background noise.
- You should sit straight and use polite words like: 'Thank you', 'Sorry', and 'Please'.
- You should have a glass/bottle of water ready and next to you.
- Research on the company and the role should be done before the interview starts.
- Hand and body movements are completely acceptable (do this only if you are comfortable).
- Try to do some small talk with the recruiter before the start of the interview.
- You can ask questions to the recruiter.
- There are no right or wrong answers - You only have to structure the answers.

Please find below the key to answering the most asked questions in a HR interview:

1. Tell me About yourself.

Things to remember while preparing for your introduction:

- Name
- Education - 12th - Highest qualification
- Work experience (If any)
- Soft skills
- Technical skills + Relevant certifications
- Hobbies - Cooking/Drawing/Singing/Dancing/Playing any sport/instrument/Trekking/Gardening/Photography/etc.

Please find below a sample:

Hi! I am _____. I completed my 12th from _____ in the year _____. I completed my graduation in (degree) from (university) in year _____. [Post my graduation I worked in (name of company) for (duration) as a (your title). (description of your work in 2-3 lines - things that you did on a daily basis). (1-2 achievements, if any)] During my college/(name of the company - if work experience), I volunteered/organized/participated/hosted in _____ through which I was able to gain (name of soft skills) - {give a short description of that particular incident}. I also have (talk about technical skills). My hobbies include _____, _____, _____. {Please note that watching videos/movies/t.v shows, listening to music, reading newspapers, talking to friends, and surfing the internet are not hobbies}.

2. What do you know about this Role?

Points to prepare before the interview:

- Read the JD beforehand and understand the role.
- From the JD find out the important keywords.

- In case you don't understand certain functions, please google and find out the meaning.

Please find below sample sentence starters:

- I have read the JD and I have a basic understanding of the role. (describe your understanding).
- I understand that the role requires you to (describe your understanding).
- I believe that in this role one should (describe your understanding).

3. Walk me through your resume.

Points to remember while preparing for this question:

- This question is almost similar to your introduction.
- Understand the key points of your resume.

Questions you can ask the interviewer:

- Is there any specific part of my resume that you would want me to focus on?
- Would you like to know anything specific from my resume?

Please find below sample sentence starters:

- As you can see, I completed my 12th/graduation from (talk about 12th and then UG/PG).
- Continue with the rest of the details in order.

4. Tell me something which is not there in your resume

- Talk about your hobbies.
- Talk about your soft skills - Tell it in a story-like manner.
- Talk about any achievements.
- Talk about your life objectives.
- Talk about things that fascinate you - Please note that this should not be controversial

5. What are your strengths and weaknesses?

Points to prepare for this question:

- Google strengths/weaknesses (if necessary, find out strengths/weaknesses for your specific role).
- From the list of strengths, find out your strengths.
- Think about the experiences around your strength and convert them into examples.
- While thinking about weaknesses, think about: 'What are you doing to get better at your weakness?'

Please find below a few sentence starters:

- Some of my strengths include (talk about your experiences through which you gained that particular strength in a story-like manner).
- One of my weaknesses is _____. (describe your weakness). Even though this is my weakness, I am working on improving it. (describe in points - the things you do to improve your weakness).

6. Why do you want to do this role?

Please find below, HOW NOT TO ANSWER THIS QUESTION:

- I want to do this role because I have the required soft/technical skills.
- I want to do this role because I am very interested in/passionate about this particular role.
- I want to do this role because I have the necessary educational qualification.
- I want to do this role because I have work experience in this particular role.
- I want to do this role because I find that this industry/role has a lot of potential/growth opportunities.

Points to prepare for this question:

- Find out, What about the role is interesting/fascinating for you?
- Find out, Why are you interested in this particular role?
- Find out, When did you get interested in this particular role?
- Find out, How has the interest evolved over time (with more knowledge on the subject)?
- Find out the starting point of your interest and create a story from that point to your present.

7. Where do you see yourself five years from now?

Points to prepare for this question:

- Google: (title of your role) career path in 5 years/short-term goals
- Understand from other people about their 5-year goals.
- Create your own 5-year goal - DO NOT COPY GOALS FROM OTHER PEOPLE.

8. What is your objective in life?

Points to prepare for this question:

- Reflect on your personal goals and create an objective statement for yourself.
- Try to connect your personal goals with your professional goals.
- Think about your priorities in life and create objective statements.

Please find below a few sentence starters:

- The objective in my life is (talk in detail about your objective with proper reasons).
- I believe that the objective in my life is (talk in detail about your objective with proper reasons).

9. Hard Work or Smart work?

Please find below a few sentence starters:

- I find both smart work and hard work equally important. (give examples where you balanced between hard work and smart work from your experience).
- I believe that we should have a good balance between hard work and smart work. (give examples where you balanced between hard work and smart work from your experience).
- From my experience, I find that both are equally important. (give examples where you balanced between hard work and smart work from your experience).

10. What is your biggest achievement in life?

Points to prepare for this question:

- Think about your greatest achievement - It can be a big/small achievement.
- It is not compulsory to have a relevant example as the greatest achievement.
- Any achievement according to you, can be your biggest achievement.
- Describe your achievement in a story-like manner.

Please find below a few sentence starters:

- One of my biggest achievements is (talk about your achievement).
- [if you have more than one achievement] I have multiple achievements (talk in one line about a few achievements) but, my biggest achievement is (talk about your biggest achievement).

11. What Do You Know About the Company?

Points to prepare for this question:

- Go to the company's website and find out about:
 - Their product
 - Their services
 - Their vision/mission/values
 - Their CEO/co-founders
- Go to the LinkedIn page of the company to find out more details.

Please find below a few sentence starters:

- I have gone through your website and I understand that, (talk about all the details you know about the company).
- I understand that your company (talk about all the details you know about the company).

12. Are you willing to relocate?

Please find below a few sentence starters:

- Yes, I don't mind relocating to _____ for this job. - This is applicable only if you are willing to relocate.

13. How do you justify the gap between your 12th and graduation?

Points to prepare for this question:

- Talk about the facts of your gap - It's better to tell the truth.
- Talk about the skills/strengths you gained through that gap.
- Talk about the things you learnt to improve on self during that gap.
- Create a story with facts about reason and personal growth.

Please find below a few sentence starters:

- I have had a gap of ____ months/years and the reason for that is (talk about the reason in a short summarized manner). During this gap, I was able to develop my skills (talk in detail about the things you learnt).
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14. Tell me about your salary expectation. - usually, they don't ask this question

Points to prepare for this question:

- Find out from JD about the salary range.
- Google: Salary range for (title of your role) in (name of company) (fresher/no:of years of relevant work experience).

Please find below a few sentence starters:

- I have seen the salary range in the JD and I am comfortable with the range.
- I have done my research and I understand that your company has a salary range of (give the range from google) for a fresher/a person with ___ years of relevant work experience and I am comfortable with this range.

15. Can You Tell Me About Your Family?

Please find below a few sentence starters:

- My family members include my (talk about each family member and describe what they do).
- In my family, my (talk about each family member and describe what they do).

16. Can you tell me about your Friends Circle?

Points to prepare for this question:

- Talk about the different group of friends you have.
- In case you don't have many friends/if you are an introvert - Inform the recruiter that you have a small group and the kind of conversations you have with you friends.
- Talk about the friends who push you to become better.
- Talk about the time your friends have supported you during your difficult times.
- Talk about how your friends would describe you to another person.

17. Do you have any questions you would like to ask me?

Please find below a few sample questions:

- What will I be doing on a daily basis?
- Can you tell me more about the company's culture?
- What would a day for (title of role) look like?
- How many days of training will be given in the beginning to understand the process?
- What kind of challenges will I face in the beginning?
- What is the promotion cycle?

18. Why should we hire you?

Points to prepare for this question:

- To answer this question you need to find out 'how to sell yourself'.
- Find out your 'Features', 'Advantages', and 'Benefits' - 3 things that are needed to sell a product/self.

- Find out your Strengths, Soft skills (both in storytelling format), Things you learned from your experience, Goals, and 'Why you want to do this role?' - These are your 'Features', 'Advantages', and 'Benefits'.
- After you find a detailed answer to the above, Create a sales pitch for yourself.

Please find below tips for Group Discussion:

- Group discussion is not a debate. It is a discussion.
- In a GD, one should take up multiple roles to participate:
 - You can be a leader and lead the discussion in a particular direction.
 - You can summarize the discussions.
 - You need to actively listen to the discussion points to create your own points.
 - You need to motivate others to speak up (in case they aren't speaking much).
- Please note that you have to understand the situation and pick the role accordingly to participate (It is advised that you should try and follow multiple roles and should not stick to just one).
- Maintain eye contact with all the other participants.
- Use your body and hands while explaining the points (this is only if you are comfortable using your hands and body while speaking).
- In case you don't have any points to contribute/do not know much about the topic, Listen to the points made by others and summarize/create new points.
- When there are only 5mins/2mins left in the GD, ask the group to focus on summarizing the topic.
- In case the discussion is turning into a debate, ask everyone to calm down and focus on understanding the opinions (if they are relevant).

Website to improve basic - advanced grammar skills:

<https://www.englishtestsonline.com/pdf-downloads/> - This website will help you learn. You can also take multiple tests.