

Common Questions asked in Interviews

1. **Tell me about yourself.** Answer: Start with a brief overview of your professional background, highlighting relevant experiences and skills. Emphasize how your journey has led you to the current role you're interviewing for.
2. **Why do you want to work here?** Answer: Mention specific aspects of the company that appeal to you, such as its mission, products/services, culture, and reputation. Align your answer with your own career goals and values.
3. **What are your strengths?** Answer: Choose strengths that are relevant to the job and back them up with examples. For instance, "I'm an effective communicator and have demonstrated this by leading cross-functional teams to successful project completion."
4. **What are your weaknesses?** Answer: Discuss a minor weakness that you're actively working on improving. Frame it positively, such as "I'm working on becoming more proficient in a specific software, and I've enrolled in an online course to enhance my skills."
5. **Can you describe a challenging situation you've faced at work and how you handled it?** Answer: Use the STAR method to describe the situation, explain the task or challenge, discuss the actions you took, and highlight the positive results or outcome.
6. **How do you handle stress and pressure?** Answer: Talk about techniques you use to stay organized and manage your workload effectively. Mention how you prioritize tasks and maintain open communication with your team to address challenges.
7. **Where do you see yourself in five years?** Answer: Express your desire to grow within the company and take on more responsibilities. Emphasize your commitment to continuous learning and contributing to the organization's success.
8. **Why did you leave your previous job?** Answer: Be honest and focus on positive reasons, such as seeking new challenges, opportunities for growth, or a better cultural fit.
9. **Describe a time when you had to work as part of a team.** Answer: Provide an example of collaborating on a project or resolving a conflict within a team. Emphasize your communication skills, adaptability, and willingness to contribute to team goals.
10. **Do you have experience with [specific skill or technology]?** Answer: Discuss any relevant experience you have with the skill or technology. If you don't have direct experience, mention your eagerness to learn and your ability to quickly adapt to new tools.

PS

Interview Skills

* conversation between applicant and representative of an organization.

(Q1) I am Nadun Modawala. I am from Chilaw. I am ~~under~~ undergraduate at SLIIT Academy. Currently I am following a diploma in Information Technology.

(Q2) As my strengths I would like to address ability to work as a team player, be a leader for team, work under pressure, ~~work with good dedication~~ ^{work with good dedication}, and some of them.

(Q3) As my weakness I had found ~~I would like to~~ ^{I am} a person who give attention to very details about things, ~~it affect badly~~ ^{so I would} too much concern about what ~~will~~ ^{about} to happen so would like to make them trying to make them correct.

(Q4) When I was last month I had to write a conference paper under supervision of one of my lecture, unfortunately when it is ~~the last time~~ ^{the last time} remaining last hours of headlines ~~paper~~ ^{document} was deleted in my computer. I was very disappointed and I had to ~~write~~ ^{re-write} it again with my hard done backup with my guidance of my supervisor. ✓

(Q5) having a cold shower and taking nap or going out having some ^{nice} meal and...

(Q6) Working as senior ^{JP} ~~as~~ ^{as} associate project manager in reputed IT company.

(Q7) I had done our HCI project work as team and we all plan a last project and we all pass the module.

(Q8) I can lead a team ~~Speaks to people a crowd~~ ^{announce} ~~present~~ ^{present} ~~organization~~ ^{something}

Job Interview Preparation:

01. What is the first step in preparing for a job interview?

- a) Research the company
- b) Choose your outfit
- c) Write a thank-you email
- d) Practice your handshake

02. What technique can you use to structure your answers when discussing past experiences?

- a) STAR method
- b) ABC method
- c) XYZ method
- d) ACE method

03. What's the best way to address your weaknesses during an interview?

- a) Avoid discussing weaknesses
- b) Choose weaknesses unrelated to the job
- c) Mention a weakness and explain steps for improvement
- d) Pretend you have no weaknesses

04. Why is it important to bring extra copies of your resume to an interview?

- a) To distribute them to other candidates
- b) To show off your printing skills
- c) To provide them to multiple interviewers or unexpected interviews
- d) To share with the receptionist

Dressing and Grooming for Interviews:

05. What color is generally considered suitable for a business suit in an interview?

- a) Bright red
- b) Neon green
- c) Navy blue
- d) Purple

06. What type of attire should you choose for an interview if you're unsure of the company's dress code?

- a) Business casual
- b) Casual
- c) Formal
- d) Athleisure

07. What should you do to maintain good grooming for an interview?

- a) Wear flashy accessories
- b) Choose a strong fragrance
- c) Keep hair clean and neatly styled
- d) Avoid brushing your teeth

08. How should you handle makeup for an interview?

- a) Wear heavy, dramatic makeup
- b) Choose natural and polished makeup
- c) Avoid makeup altogether
- d) Wear bold and colorful makeup

Dos and Don'ts in Interviews:

09. What's a good way to research a company before an interview?

- a) Avoid looking up any company information
- ✓ b) Check the company's social media profiles
- c) Learn about the company's competitors only
- d) Avoid asking any questions about the company

10. What's the recommended time to arrive at an interview location?

- ✓ a) Exactly on time
- b) 5 minutes early
- c) 15 minutes late
- d) 10-15 minutes early

11. Which of the following is a "do" when discussing weaknesses during an interview?

- ✓ a) Avoid discussing weaknesses at all
- b) Mention a critical weakness directly related to the job
- c) Describe a weakness and explain your plans for improvement
- d) Apologize excessively for your weaknesses

12. How should you respond to a question you're not prepared for during the interview?

- ✓ a) Panic and start guessing
- b) Ask the interviewer for the answer
- c) Take a deep breath and offer your best response
- d) Walk out of the interview

13. What is the primary goal of effective communication during an interview?

- a) To showcase your mastery of complex vocabulary
- b) To impress the interviewer with your regional accent
- c) To clearly convey your qualifications and experiences
- d) To use as much technical jargon as possible

14. When answering interview questions, what should you prioritize regarding your language?

- a) Using slang and informal language
- b) Using technical terms the interviewer might not understand
- c) Using clear and concise language
- d) Talking in a monotone voice to sound serious

15. Which type of language is appropriate when discussing your achievements?

- a) Vague and general language
- b) Complex and convoluted sentences
- c) Clear and specific language
- d) Using as many buzzwords as possible

16. How should you adjust your language if the interviewer doesn't understand a term you used?

- a) Repeat the term using a louder voice
- b) Replace the term with a more complicated synonym
- c) Offer a simple and clear explanation
- d) Ignore their confusion and continue using the term

17. What should you avoid when answering behavioral questions using the STAR method?

- a) Providing detailed examples
- b) Staying concise and focused on the situation
- c) Rambling and going off-topic
- d) Discussing the result before the action taken

18. What's the importance of active listening during an interview?

- a) It's not essential in interviews
- b) To provide scripted responses
- c) To understand the interviewer's questions fully
- d) To interrupt the interviewer and show enthusiasm

19. When discussing your weaknesses, how should you present them to ensure clear communication?

- a) Speak quickly and softly
- b) Choose complex words to describe your weaknesses
- c) Use straightforward language and provide context
- d) Avoid discussing weaknesses altogether

20. What should you do if you don't understand a question the interviewer asked you?

- a) Nod and smile, hoping they'll move on to the next question
- b) Ask them to rephrase the question using even more complex words
- c) Politely ask for clarification to ensure you provide a relevant response
- d) Make up an answer based on your assumptions

21. How should you handle a situation where you need a moment to gather your thoughts before responding?

- a) Pretend to cough to buy yourself some time
- b) Apologize profusely for needing a moment to think
- c) Take a deep breath and calmly indicate you're considering your answer
- d) Start speaking immediately, regardless of your thoughts

22. What's a key advantage of using language that's appropriate and easy to understand?

- a) It shows your superiority over the interviewer
- b) It helps you fill the interview time with long explanations
- c) It ensures your points are clear and your qualifications stand out
- d) It confuses the interviewer, making you appear more knowledgeable

23. What's the primary purpose of a CV (curriculum vitae)?

- a) To showcase your personal life and hobbies
- b) To list every job you've ever had, regardless of relevance
- c) To highlight your qualifications, skills, and experiences
- d) To share your political opinions and beliefs

24. How should you structure the "Work Experience" section on your CV?

- a) List your experiences in any order you like
- b) Start with your current job and work backward
- c) Alphabetize your past job titles
- d) Place your most recent job at the end of the list

25. What's the recommended length for a standard CV?

- a) One page
- b) Two pages
- c) Three pages
- d) As many pages as needed

26. Which of the following should be included in the "Education" section of your CV?

- a) A detailed list of all your elementary school achievements
- b) Only your most recent degree or qualification
- c) A lengthy description of your high school activities
- d) A brief overview of your favorite subjects

27. How should you tailor your CV for each job application?

- a) By removing all your previous job experiences
- b) By changing your name to fit the company's culture
- c) By adjusting the font size and color of your CV
- d) By emphasizing the qualifications and experiences relevant to the specific job