

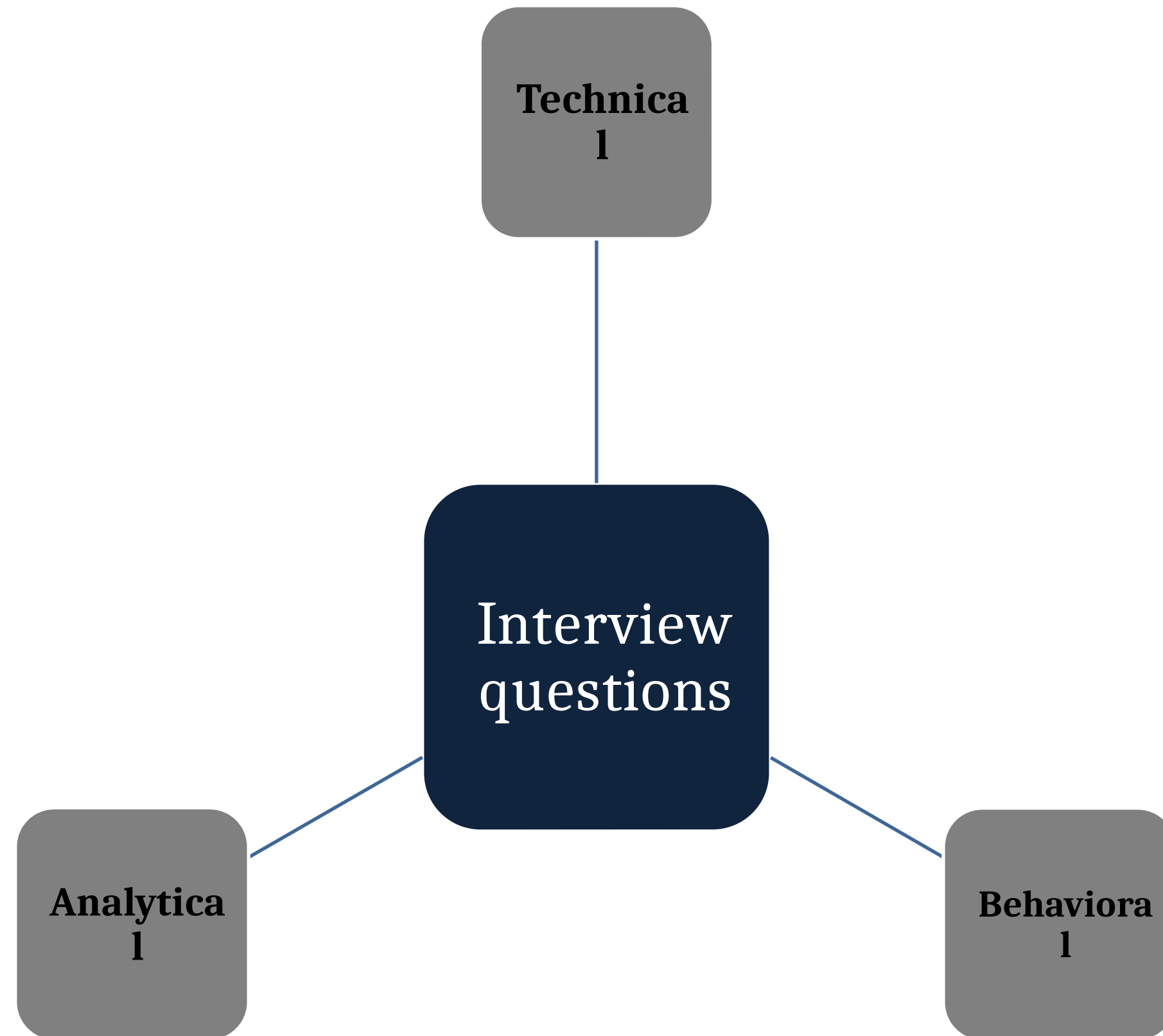
Commonly asked interview questions



Experience



Types of interview questions





Winning Moves

- Present your **skills, experience, knowledge, accomplishments** in the best possible manner
- **Convince** the recruiter
- Portray **confidence**
- Focus on the **way you speak**
- **Conversation** not an interrogation

Tell me about yourself

What the interviewer wants to know?

- To smoothly start the interview without stressing you out.
- To set the tone and direction for the entire interview.
- To get a sample of your soft skills in a real-life situation.
- To get to know you professionally.
- Can you communicate well?

Common mistakes

- Too many personal details
- Life story



Tell me about yourself

Greetings

Who you are?

Skills+ Experience+ Accomplishments

Why you are a great fit for the job?

Hi, I am a/an ____ graduate from ____ college specializing in ____ with an over-all CGPA of _____. Along with my degree, I have completed _____. My goal is to build a successful career as a _____. I have done a 2-month internship with the ____ company, and I had a good learning experience there. I believe I am good at analytical thinking, communication and presentation skills.

Tell me about yourself

Greetings

Who you are?

Skills+ Experience+ Accomplishments

Why you are a great fit for the job?

Hi Sir/Mam. My name is _____. I am known for my communication skills and negotiation skills. I have “X” years of experience working as _____ in _____. I was responsible to handle _____ in _____ company. I have read the job description of this company and I was pretty excited for this opportunity I know that I have the right skill set to contribute immediately.

Why did you leave your previous job?

- I am looking for career prospects and opportunities for professional growth.
- I am looking for new challenges at work that align to my strength.
- My company was restructuring so its an opportunity to change.



Why do you want to switch your industry/career change?

- I want to change my career path for future growth potential and new challenges. I feel my skills and experience will transfer well into this career.
- My current industry is struggling and I feel this industry has many overlaps with my current industry and role, So I will be able to use my skills quickly to contribute, rather than having to start over from the scratch.



What are your strengths and weaknesses?

What the interviewer wants to know?

- Do you know your strengths?
- Do you acknowledge your weaknesses?

How to answer it ?

- Mention 'How' and 'Why'
- Think about weakness and the initiative



What are your strengths?

Over the past 2 years , I have **worked on different technologies**. Along with developing my **technical side** as the lead of my team, I even had the chance to **learn about sales** while talking to new customers. It is my aim to **keep learning** everyday and I actively **seek feedback** to keep growing.

What are your weaknesses?

Sometimes, I **struggle to manage my time** to complete work within a deadline. To overcome this, I have started using **post-its** that I can stick on my laptop. I even **organize my calendar** to include the daily, weekly, and long-term tasks to help me **prioritize** my work better.

What are your hobbies?

I love travelling and I try to take a trip every season. Travelling allows me to adapt to new situation and I use my organization and planning skills to ensure I enjoy to the fullest. I am also passionate about cooking. In fact I keep trying new recipes every now and then.



Why should we hire you?

What the interviewer wants to know?

SAW: **S**kills, **A**ttitude, **W**hat makes you unique

Common mistakes

- Simple answers
- Reciting the resume

How to answer it ?

- Research about the job and the company
- Focus on what you have to offer
- Assure that you will stick with the company



Why should we hire you?

Based on what you have said and from the research I have done, your company is looking for an **administrative assistant** who is both strong in **interpersonal skills and in tech skills**. I am an **effective communicator** who is skilled in both **written as well as verbal** communication. I can **assure** you that I will stick with the company in long run. For these reasons **I believe my experience aligns and makes me a great fit for the job.**

What will you do if we don't hire you?



How to answer it ?

- Be humble
- Show how you can contribute
- Show that you would still keep in touch

If I don't get hired today, I would love to take your valuable feedback on the areas I can improve. As I have learned more about your company, it seems like a great fit, and I have some interesting ideas to meet the company requirements. However, If I don't make it, I would like to keep in touch and look for other positions in your company that can make use of my skills and experience.

How much salary do you expect?

What the interviewer wants to know?

- Your confidence
- Affordability

Common mistakes

- No set number
- Vague answers

How to answer it ?

- Know yourself
- Know the job and the company
- Know the industry salary



How much salary do you expect?

- My salary expectation for this position is between _____. I feel this is a fair salary range given my experience, knowledge of the industry and my skills.
- I don't doubt that "ABC" will offer me a competitive salary within the industry standards. While interacting with the interviewers today hopefully I will get know more about the training, development and opportunities and experience of working at this company and if this is the right job for me, I am sure we can come to an agreement on the salary.

Where do you see yourself in the next 5 years?



What the interviewer wants to know?

- Are you ambitious?
- Long term goals

Common mistakes

- In your place
- As the CEO of this company
- Abroad

How to answer it ?

- Long term career
- Showcase your enthusiasm

Where do you see yourself in the next 5 years?

In the next five years, I envision myself as a person with more knowledge and experience, looking for new opportunities to improve my skills and knowledge. I think that working in your organization will improve my experience and expertise.

Questions for interviewer

What the interviewer wants to know?

- How interested are you?
- Shows your interest and leaves a lasting impression.

Common mistakes

- No questions
- What's in it for me
- Salary related questions

How to answer it ?

- Job/company related questions
- Questions about interviewer



Questions for interviewer

- What do you love most about working here?
- What is the culture like in the company?
- Could you tell me more about the team I would be a part of?
- What are the plans for the company over the next 5 years?
- Will there be any opportunities in the future for training and progression within the company?
- What is the typical career progression like for a new hire?
- What advice would you give to the successful candidate who wants excel in this role?
- What is the most important thing someone planning to join this position/career should know?
- What can I do to prepare myself better for this job?
- If I am successful when will I be informed about the next steps of the interview?

Reasons for career gap

Productivity is directly proportional to health

I was forced to take a voluntary break from work due to a medical condition. However, I used to utilize my time by keeping myself up-to-date with new trends emerging in my field. I feel much more aware of and knowledgeable about new technology and practices. Since I have completely recovered from my illness now, I am eager to get back to work. I am optimistic about working to the best of my potential to accelerate my career growth.

Nothing is above family

I had to leave my previous organization due to a family emergency. Since ___ months, I have been taking care of my family. However, thankfully the problem has been taken care of & concrete steps have been taken to ensure no such emergencies arise in the future. Keeping all that in the past, I sit here in this interview with the right skills & zeal to start working again as soon as possible.

Reasons for career gap

Taking time out for family & children

I have recently become a mother/father. I wanted to spend more time with my child before getting back to work. Now, having spent enough time with my family and child, I feel it's time to get back to work.

Knowledge is endless

While working in my previous organization, I identified a few fields in which I wanted to learn more. Since that wasn't possible to achieve while working full time, I decided to quit my job and study more to fill those gaps. I have learned many new things in my field and feel that my skills have sharpened and I can be much more productive professionally.

Reasons for career gap

Finding the right career

Honestly speaking, while I was working in my previous organization, I realized that maybe that wasn't what I wanted to do in life. I had to quit my job to understand what I exactly wanted to do. However, after all this time of careful introspecting, I realized this (job role) is exactly what I wanted to do. The learning, challenges, and growth in this role are what I want. This role gives me a chance to explore new things every day, and that is how I want to grow professionally. I assure you, I shall put my heart and mind into this role. I've thought enough for these months, and I'm confident that no confusions will arise in the future.

Reasons for career gap

Fired by the previous employer

My previous employer had quite different expectations of me. Although I tried my best to match them, we couldn't come up on the same page. Since that incident, I have spent my time introspecting and have used this time to learn new things to acquire more skills. I feel I am ready to give my 100% to this new role with new skills and understanding.

The position was made redundant

My previous employer decided to eliminate the position I was assigned in my previous company due to major cost-cutting decisions. Though the decision came as a shock to me, I was optimistic about looking for the right job in a company with better job security. I have been looking for a company like yours wherein job security is given prime importance. The position you are hiring for fits best within my skillset and preferences.

STAR Method



S

SITUATION

Start your story by painting a specific picture of the situation you faced.

- What was the exact situation?
- Who was involved? (Address them by name)
- Why did the situation happen?

T

TASK

Use this opportunity to explain your specific role in the task.

- Why were you involved in the task?
- What is the background story?

A

ACTION

Discuss, very specifically, the actions you took to resolve the situation.

- What steps did you take to resolve the situation?
- Why did you choose to complete tasks this way?

R

RESULTS

Clearly detail the results of your actions and highlight your strengths.

- What was the outcome?
- How did you feel about the result?
- What did you learn?
- How did this situation influence who you are today?

How to prepare for such questions?

- **Recall recent situations** that show favorable behaviors or actions, especially involving course work, work experience, leadership, teamwork, initiative, planning, and customer service.
- **Prepare short descriptions** of each situation; be ready to give details if asked.
- Be sure each story has a **beginning, middle, and an end**.
- Be sure the **outcome or result reflects positively** on you (even if the result itself was not favorable).
- **Be honest**. Don't embellish or omit any part of the story. The interviewer will find out if your story is built on a weak foundation.
- **Be specific**. Don't generalize about several events; give a detailed accounting of one event.
- **Vary your examples**; don't take them all from just one area of your life.

Examples of behavioral questions

- Describe a time when you were faced with a stressful situation.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Give me an example of a time you had a conflict with a co-worker.
- Tell me about a time you made a mistake.

Reason for arrears



I DON'T KNOW
THE ANSWER





- Create a great **first impression**.
- **Speak clearly** and vary your tone to show you're interested and enthusiastic.
- **Take time** to think about each question before answering so you can give a good response.
- **Listen** to questions carefully and let the interviewer lead the conversation. If you don't understand a question, ask for it to be explained or repeated.
- If you've had a job before **don't criticize** previous employers or co-workers.
- **Give examples** from your experience that demonstrate your knowledge and skills.
- Show **confidence in your skills and be positive** about what you have done.

thank you