
HR Interview Questions

Part -1

Pre-Interview Preparation:

1. Before going for any interview, you should have a basic understanding of the general technology and market trends related to the industry they are applying for. This can help them demonstrate their interest and knowledge during the interview and showcase how they can contribute to the company's growth and success.
 2. Research the company: Before the interview, research the company's mission, values, and history. This will help you understand the company's culture and values and give you an idea of what they are looking for in a candidate.
 3. Review the job description: Read the job description carefully and make sure you understand the job requirements and responsibilities. Think about how your skills and experience match the requirements and be prepared to talk about specific examples.
 4. Reflect on your strengths and weaknesses: Take some time to reflect on your strengths and weaknesses. Be prepared to talk about how your strengths will benefit the company and how you are working to improve your weaknesses.
 5. Prepare your own questions: Think about questions you want to ask the interviewer. This will show that you are interested in the job and the company and help you learn more about the position.
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Points should be covered while researching about the company:

1. Products and services: Understand what the company sells, the industry it operates in, and how it stands out from competitors.
 2. Mission and values: Look for the company's mission statement and core values to understand its culture and priorities.
 3. Customers and partners: Identify the company's key customers and partners, and understand their relationships with the company.
 4. Industry trends: Learn about the broader industry trends.
 5. Social responsibility: Check if the company is involved in any social responsibility initiatives, such as sustainability, diversity, or community engagement.
 6. Company culture: Look for any information about the company's culture, work environment, and employee benefits.
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Why are you interested in this role?

Types of ways in which it can be asked:

- Why do you want to work in this sector/industry?
- Why do you want to have a career as a Software Developer?

What does the interviewer want to know?

- The main aim is to assess if the individual is passionate and enthusiastic about the role they are applying for and if they are the right fit for the position.
- The interviewer is interested in finding out about what motivates you the most and if your career goals are aligned with the organisation's needs.

Basic template of your answer:

Start with sharing your goals, followed by explaining what you are looking for in your professional life/growth, and then explaining how it is in line with the job role you applied for.

Questions you can ask yourself to find your answer:

- Does this position fit in your career plan?
- How will the company help you learn and grow your career?
- Why are you keen on developing career in software development?
- Understand your priorities and preferences - which aspects of the company and/or job are appealing to you and why?



Tips:

- Be specific about why you're a good fit
- Research about the company ahead of time
- Emphasise what you can contribute
- Conduct a self-assessment
- Promote yourself
- Share your goals
- Explain what you're looking for
- Show them that you know what their job involves.

Why do you want to work for this company?

What does the interviewer want to know?

- The interviewer wants to know your skills, qualifications, and what sets you apart as a candidate for the job role.
- The question is asking why you are a good fit for the job role and what makes you stand out from other candidates.

Basic template of your answer:

- Start with your skills and knowledge relevant to the job role, give examples of how you have implemented them, mention a few personality strengths and how you fit in with the company culture, and end with your enthusiasm for the role and your willingness to learn and grow.

Questions you can ask yourself to find your answer:

- What are the most important qualifications or skills the company needs?
- In which areas do I excel?
- What are my most impressive accomplishments?
- What makes me different from other candidates, and what are my unique skills?



Tips:

- List your skills according to the job profile.
- Research about the company thoroughly.
- Mention any relevant projects, work experience or internship you have in the same field.
- Talk about how you will fit in the culture of the company.
- Show your excitement for the role and your willingness to learn and grow with the company.
- Use quantifiable examples.
- Practise your answer beforehand.

Any questions you would want to ask?

Types of Ways in Which it Can Be Asked:

- "Do you have any questions for me?"
- "Do you have anything you would like to ask?"

What does the interviewer want to know?

- This question is typically asked at the end of interviews and it is a critically important part of the conversation. Resist the temptation to say no even if you're confident the job is a good match for you. Interviewers expect you to ask questions, it signals that you are invested and serious about the job.

Basic Template of Your Answer:

- When asked if you have any questions, take it as an opportunity to show your interest in the role and the company. Ask forward-looking questions about the work, growth opportunities, team, and culture. Avoid asking irrelevant or already answered questions.

Questions You Can Ask Yourself to Find Your Answer:

- What are the aspects you don't know about the company/job role yet that you are curious about?

Tips:

You can show appreciation towards the interviewer by saying thank you if your questions have been answered. Furthermore, if you still have any lingering questions or concerns, it's always a good idea to ask for clarification or follow-up questions. It's better to clear all doubts before ending the conversation.

Examples:

- What tech stack would I be working on?
- What does the typical day look like for someone at my designation?
- What do you like best about working at this company?
- What additional skills do you think I can work on which will help stand out in this job?
- What's the next step in the interview/hiring process?
- What is the key to succeeding in this role?
- What is the onboarding process like for new hires?

What you should not ask:

- "How much will I get paid?"
- "What does your company do?"
- "How soon can I take a vacation?"
- "What are the working hours?"
- "Do you offer any benefits?"
- "How long will it take to get promoted?"
- "Can you tell me about the other candidates?"

What are the new skills you have recently learnt?

What does the interviewer want to know?

- The interviewer wants to assess your ability to self-assess and take action to address any shortfall in your personal skills portfolio.
- The interviewer wants to know about the skills and competencies you have recently developed.

Basic template of your answer:

- Describe a personal shortcoming you realised, followed by how and why you worked to overcome it.

Questions you can ask yourself to find the answer:

- Assess your competencies and potential shortcomings.
- Think about any recent experiences where you had to learn something new.



Tips:

- Respond with specific examples that show that you recognize and welcome learning opportunities.
- You can analyse what you have improve on by using mock and mentor feedback.
- You can talk about the skills you have learnt with Acciojob in a rather small duration of time.

How can you add value to our Company?

What does the interviewer want to know?

- Learn how you can help and what you can accomplish if hired.
- Discover the skills, qualities, and qualifications that make you the best fit for the role and employer.
- Explains how you can be an asset to the company.
- Highlights your skills, qualifications, and professional experience.

Basic template of your answer:

- Start by talking about relevant skills.
- Give examples of how you've used these skills before.
- End by showing your excitement for the role.

Questions you can ask yourself to find the answer:

- What are my skills?
- Think about experiences where you used these skills in projects or your last job.



Tips:

- Highlight relevant skills linked to the job description.
- Outline your experience, qualifications, and accomplishments.
- Provide examples of how you've used skills relevant to the job.
- Express your excitement for the role
- If you somehow lack relevant skills for a company, you can demonstrate your potential by expressing the eagerness to learn, quick learning ability, and alignment with the company's vision and mission.

What would you want to accomplish at this job?

Types of ways in which it can be asked

- What do you hope to gain from this experience?
- What Do You Hope to Accomplish Here?
- What Do You Hope to Gain From this Position?

What does the interviewer want to know?

- Career goals for the job and long-term
- Alignment with company's mission statement
- Evaluate career goals and alignment with the job
- Convey excitement and potential skills to develop

Basic template of your answer:

- Talk about interest in the job and alignment.
- Describe long-term goals and what you hope to achieve.

Questions to ask yourself to find your answer:

- Why this particular role?
- Where do you see yourself in a year or two?

Tips:

- First you should analyse the Job Description well and understand what you'll learn, this will help in curating a better answer.
- Make your career roadmap and where this role fits in.
- Describe alignment of the role with career goals.
- Discuss skills and desire to learn.
- Be realistic and grounded in your answers
- Discuss your skills.
- Show your excitement.
- Show your willingness to learn and grow in the role.

What motivates you?

What does the interviewer want to know?

- The interviewer seeks to evaluate if your motivators, such as your decision to join the course and what drives you to work harder every day, align with the job duties and company culture, in order to understand your drive for success and its relevance to the role.

Basic template of your answer

- State your motivation and explain it.
- Give an example to support your motivation.
- Relate your motivation to the role/culture of the company

Questions to ask yourself to find your answer:

- What do you enjoy doing?
- What tasks are you best at?
- In what environments do you work best?
- When have you felt the most enthusiastic and excited about work?.



Tips:

- Use examples from your Life instances(personal,academics, work experience,extracurricular activities).
- Relate your motivation to the skills and aptitudes required for the job.
- Show how your motivation aligns with the company culture.
- Don't go random. Talk about a motivation that shows you are a good candidate for 'work environment' and the 'job role'.

Where do you see yourself in the next 5 years?

Types of ways in which it can be asked?

What are your long-term career goals?

How do you define success?

What is most important to you in your career?

What is your five-year plan?

What is your goal in the next five years?

What does the interviewer want to know?

- The interviewer wants to know if you are committed to a long-term career, if you have realistic expectations, and if your goals align with the company's objectives.
- This question asks about your long-term career aspirations and goals, and how they align with the job you're applying for.

Basic template of your answer

- Start by discussing the position you want to be in five years from now, followed by your desire to learn and gain expertise in your field, and end with how you want to share your knowledge and help others grow.

Questions you can ask yourself to find your answer

- What does your ideal life look like after five years?
- Do you want to attain a specific job title?
- Do you want to master certain skills (technical or soft skills)?
- What do you want to achieve in your career?



Tips:

- Keep your answer generic, but specific to your industry, and show that you are looking for a long-term career.
- Focus on learning and gaining expertise in your field.
- Highlight your personality traits and knowledge you want to gain.
- Be honest and be yourself.
- Keep your answer around the generic points we talked above.
- Keep your answer specific and work-related.
- Don't say you want their position
- Don't get too specific. Eg: I want to become Director of engineering in 5 years

What do you like to do outside work?

Types of ways in which it can be asked:

- What are your hobbies?
- What do you like to do in your free time?

What does the Interviewer want to know?

- Employers want to know about your personality and nature.
- Interviewer wants to gauge the kind of person you are and the things you enjoy doing outside of work.
- The interviewer wants to know what motivates your passion and enthusiasm in this question.

Questions to ask yourself:

- Where do you like to travel?
- What do you like to do in your free time?
- What do you cook/favourite foods?

Tips:

- Share your hobbies and interests,
- Be honest
- Show passion and enthusiasm, relate them to work (if possible),
- Mention 2-3 hobbies with a little story
- Try to relate them to your work only if possible
- Prepare a rough answer beforehand so that you don't stumble when they ask.
- Don't exaggerate anything as there will be follow up questions around it.

What are your strengths?

What does the Interviewer want to know?

- The interviewer wants to assess your self-awareness and understand how your strengths align with the company's needs. They want to know if you are a good fit for the team and its culture.

Basic answer template:

- Start by sharing a strength, followed by an example or explanation. Repeat this process for additional strengths

Questions to ask yourself:

- What strengths do I have that align with the company's culture?
- What positive trait or characteristic have I had for a long time that would serve me well in this role?
- What do my close friends and family consider my biggest strengths?

Example of generic strengths: Respect, Self-Management, Lateral Thinking, Taking Initiative, Critical Thinking, Critical Observation, Creative Design & Writing, Intellectual Curiosity, Patience, Structure, Self-examination, Working under pressure, Strong working ethic, Attention to detail, Organisational skills, Problem-solving, Discipline and determination, Cooperation, Conflict Management, Creative Thinking.



Tips:

- Assess the company and its culture, and align your strengths with it.
- Show your willingness to learn and your hardworking nature.
- Use examples, experiences, and stories to back your strengths.
- Be genuine and never lie.
- Don't be shy.
- Don't be arrogant.
- Don't mention strengths that are not relevant for the job or are too simple to acquire.
- Don't make it technical but a personality trait

What are your weaknesses?

What does the interviewer want to know?

- The interviewer wants to know how you have assessed yourself, how you plan to work on your weaknesses, and whether your weaknesses are related to the job. They want to see if you are mature, honest, and self-aware.
- The question aims to assess your self-awareness and your ability to improve yourself. The interviewer wants to know your weaknesses and how you plan to overcome them.

Basic template of your answer:

- Mention a weakness, explain why you feel it's a weakness, and describe how you are working to overcome it.

Questions you can ask yourself to find the answer:

- Perform self-reflection, consider the challenges you regularly face, the feedback you've received in the past, and ask your close friends or parents about your biggest weaknesses.

Generic weaknesses you can use: Lack of Patience, lack of Organization, trouble with delegation, timidity, lack of tactfulness, fear of public speaking, indecisiveness, harsh self-criticism, micromanaging, talkative, trouble with work-life balance, shyness, asking for help etc.



Tips:

- Think of a genuine weakness
- Always add how you are working to overcome it
- Choose a weakness that will not prevent you from succeeding in the role.
- Be honest about your weakness
- Make it positive and actionable
- Have an answer on how you are working to improve on it.
- Don't mention more than 2 weaknesses, 1 will be fine as well.
- Don't try to make your weakness look like a strength.

What Has Been Your Biggest Achievement?

What Does the Interviewer Want to Know?

- Your greatest achievement and how you achieved it.
- Shows what you consider important and how you get things done.
- Choose and share a story that you are proud of, not limited to work accomplishments.
- This question displays your hard and soft skills and fit into a company's culture.

Basic Template of Your Answer:

- State your achievement.
- Explain how you achieved it.
- Share the results or outcome.
- Share what you learned from accomplishing it.

Questions You Can Ask Yourself to Find Your Answer:

- How did you contribute towards the goal?
- What impact did you have on a team as a mentor, manager, or team player?
- How did you help an organisation become more efficient?
- Did you ever take the lead on anything in a student organisation or during volunteer work?

Tips:

- You should be very clear of why do you consider this as your biggest achievement.
- Use a professional example.
- Discuss the action you took to achieve it.
- Get specific and share real results or data.
- End with aligning your experience with the current role.

What are you passionate about?

What does the interviewer want to know?

- They want to know about your passions and interests to gauge your commitment, enthusiasm, and well-roundedness as a person.
- The question is asking about your interests and areas of excitement, whether work-related or personal.

Basic template of your answer

- Something you're passionate about → explaining what it is → why you're passionate about it → real-life examples.

Questions you can ask yourself to find your answer

- What do I love doing?
- What motivates me?
- What are my strengths?
- What interests me personally and professionally?



Tips:

- Name 1 passion and talk about it.
- You can also talk about some stack or tech or problem they are passionate about.
- Select something you're genuinely passionate about.
- Always explain why you're passionate about it and what you're working on.
- Give examples of how you've pursued this passion.
- Pick a passion that you're knowledgeable about.

Tell Me About a Time You Made a Mistake?

What does the interviewer want to know?

- The interviewer wants to see how you handle challenges and whether you take responsibility for your mistakes.
- It asks you to talk about a past mistake and how you learned from it.

Basic template of your answer:

- Outline your mistake
- Describe your action
- Talk about how you are improving upon yourself so you do not repeat it.

Questions you can ask yourself to find your answer:

- What were a few mistakes I have made in life?
- How did I work on it?
- Is it related to the job?



Tips:

- Choose an authentic experience and keep it short.
- You can tell that you believe in acknowledging your mistakes, correcting them and learning from them.
- Quickly switch to what you learned or how you improved.
- Be honest and take responsibility for your mistakes.
- Emphasise what you learned from it.

A challenge or conflict you faced recently and how did you deal with it?

What does the interviewer want to know?

- Your problem-solving skills and ability to handle conflict in the workplace.
- Reflect on a recent challenge or conflict faced at work and how you dealt with it.

Basic template of your answer:

- Briefly describe the conflict, then focus on resolution and takeaway

Questions to ask yourself:

- When was the last time I faced a conflict at work?
- Was I able to resolve it in a professional manner?



Tips:

- Focus on resolution and positive outcomes
- Be a good listener and open to opposing views
- Use specific examples and end with a lesson learned
- You can add that you learned from the conflict and how will you deal with it in future.

How well do you handle pressure?

Types of ways in which it can be asked:

- Do you work well under pressure?

What does the Interviewer want to know?

- The interviewer wants to get a better idea of how you handle various stressful situations and if you're the right candidate for the position and company.

Basic template of your answer:

- Start by stating how well you handle pressure, give an example of a time you handled pressure successfully

Questions you can ask yourself to find the answer:

- Think about times you've experienced pressure, even in daily or college life, focus on positive aspects you gained.



Tips:

- Focus on managing stress
- Provide examples of how pressure made you work productively,
- mention skills learned from working under pressure,
- aim to show the employer how you manage stress.
- You can include how do you deal with pressure and what is your first reaction when such situation arises.
- Better time management, ensuring that you use this to push themselves, etc.

HR Interview Questions

Part -2 (For Experienced Professionals)

Can you explain why did you change your career path?

Meaning:

- Changing career paths is common, but you need a convincing answer that demonstrates you understand the new industry and can face its challenges.

What does the interviewer want to know?

- The interviewer wants to ensure you understand the new industry and are a good fit for the job.

Questions to ask yourself to find your answer:

- Why are you changing careers?
- What specifically appeals to you about the new job/industry?
- Have you filled any skills gaps or taken any steps to prepare for the new career?

You can use the following reasons in your answer:

- More opportunities for long-term career growth. Personal interest/passion in an area.
- Make a bigger social or community impact. Uncertainty about the long-term prospects of your current industry. (This isn't considered bad mouthing if you simply share your unemotional observations about the industry in general.)
- Seeking new challenges and personal growth.
- Taking a job that is better suited to your skills, experience, and/or personality.
- Starting a new career that's more aligned with your idea of your "dream job."



Tips:

- Be positive and inspiring, and explain why you're passionate about the new field.
- Emphasise how your skills and experience are relevant.
- Try to make your answer sound Inspiring, while giving reason for changing your career path
- Show the interviewer you have strong reasons for making a career change.
- Don't say negative things like 'I hated my last boss', 'I hated my last job because of the low pay or bad work life balance', 'I was bored' etc.
- Don't sound unsure of your decision

Why do you want to leave your current job?

Meaning:

- The interviewer wants to know your reasons for looking for a change despite already having a job.

What does the interviewer want to know?

- Your answer will provide insight into your personality, level of responsibility, and relationship with your former employer.

Basic template of your answer

- Give reason for leaving → explain how the new job is appealing.

Questions to ask yourself

- Why did you join the job? What were your expectations? Did you achieve your assigned goals?

Points you can elaborate on:

- Explain how the previous career path had limited opportunities for learning and growth, and how it was important to explore other fields to develop new skills and gain new experiences.
- Emphasize how the previous career path may have had a slower learning curve and fewer opportunities for career advancement compared to other industries, which led to a desire for change.
- Discuss how the rise of technology and its impact on society sparked an interest and fascination, leading to a desire to explore career opportunities in this field.
- Mention how the current industry may have had concerns around job security, leading to a search for a more stable career path that could provide better financial stability and long-term job security.



Tips:

- Avoid negativity
- give your reason for leaving
- explain how the new job is appealing.
- Be honest and positive
- highlight what you learned
- what you hope to gain in the next job.
- Don't mention your previous office politics as a reason.
- Don't mention trouble with boss.
- Don't say anything negative about your previous organisation, never badmouth.
- Don't list too many reasons for wanting to leave.
- Don't talk for more than one minute.
- Don't talk about performance-related issues, or an inability to handle the work in your previous/current job.
- Don't mention you are changing for a raise.
- Don't mention it's time for a change.

Do you work well in a team?

Meaning:

- Working in a team involves collaborating with others towards a common goal.
- Your work and timeline impact the whole team, and delays could affect completion on time.
- Being a team player helps a company achieve goals efficiently and improve work quality.
- Candidates who understand the importance of teamwork are valuable assets to a company.
- They complete their own work on time and support the team in achieving goals.
- This attitude increases their likelihood of career success.

Types of ways in which it can be asked:

- How do you feel about working in a team environment?
- Tell us about a time you worked successfully with a team in a team environment.

What does the interviewer want to know?

- Share experiences of working in a team and demonstrate being a team player.
- Show willingness, comfort, and ability to work in a team environment.
- Ability to work effectively and collaboratively with others.

Basic template of your answer:

- Yes, I can work very well in a team → followed by giving an example.




Tips:

- Sound enthusiastic and say yes.
- Give specific examples of successful team projects.
- Use examples from school, club or volunteer experience if no work history.
- Don't talk negatively about working in a team.
- Don't mention anything negative about the team mates you have worked with before.

Exercise!

1. Pick any one name from the companies listed in the next slide.
2. Then research about that respective company.
3. Tailor your answers according to that specific company.



Tip: It is important to be authentic in your responses when presenting yourself to others. Avoid trying to force or copy answers from pre-made templates. Instead, draw inspiration from the suggested points and present your genuine self.



COMPANIES:

- Arista Networks
- Alkira
- Lowe's
- Mindstix
- Flutura AI
- Searce
- Surya Digitech
- VIR Softech
- Converge
- Sacumen
- Akash Education
- Neustar
- Mystify
- Orane
- Mount BLU
- CMSS