Job Interview Guide

















Tell me about yourself

- Start with your name.
- Mention your location (optional).
- Provide a short educational background.
- ✓ Highlight your work experience (if any).
- Explain why you're qualified for the job.

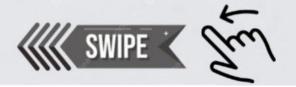
Example:

"Hi, my name is [Your Name]. I have a degree in [Your Field] and [X years] of experience in [Your Domain]. I specialize in [mention key skills] and have worked on [mention key projects]. I am excited about this opportunity because [reason for interest]."

X Don't	☑ Do
"I was born in"	Summarize your qualifications in 2 minutes.
"I like watching movies"	Focus on skills and experience.









Why should I hire you?

- ✓ Highlight your knowledge and skills.
- Mention relevant work experience.
- Align your strengths with the job role.
- Show your enthusiasm for the position.

Example:

"With my experience in [mention skill], I have successfully [mention an achievement]. My ability to [mention strength] helps me deliver high-quality results. I am confident that my skills and passion make me the right fit for this role."

X Don't	☑ Do
"Because I need a job"	Show how your skills match the job.
"I'm not sure"	Give specific examples of your strengths.









What are your strengths?

- Mention strengths relevant to the job.
- Support with real-life examples.
- Keep it concise and professional.

Example:

"I am highly skilled in [strength], which helped me [describe an achievement]. I am also [mention another strength], enabling me to work effectively in [mention environment]."

X Don't	☑ Do
"I don't know"	Choose 2-3 strengths and explain them.
"I'm perfect at everything"	Be realistic and specific.









What are your weaknesses?

- ✓ Be honest but frame it positively.
- Show how you are improving.
- Choose a minor weakness, not a critical one.

Example:

"I used to struggle with [mention weakness], but I have been actively working on it by [mention improvement efforts]. Now, I have significantly improved in handling it effectively."

X Don't	✓ Do
"I don't have any weaknesses"	Acknowledge a real but minor weakness.
"I'm bad at teamwork"	Pick a weakness that won't affect the job.









Why are you looking for a job change?

- Stay positive.
- Focus on career growth.
- Avoid negativity about your previous company.

Example:

"I have learned a lot in my current role, but I am looking for new challenges that align with my career aspirations. This position provides the perfect opportunity to grow and contribute."

X Don't	✓ Do
"I hate my current job"	Focus on learning and growth.
"I just want more money"	Talk about career advancement.









What are your career goals?

- Share short-term and long-term goals.
- Align them with the company's vision.
- Show a willingness to grow.

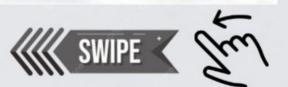
Example:

"In the short term, I aim to improve my skills in [mention skill]. In the long run, I see myself taking on leadership roles and contributing strategically to the company."

X Don't	☑ Do
"I have no idea"	Show a clear growth mindset.
"I want to retire early"	Relate goals to the job role.









What are your salary expectations?

- Research industry standards.
- Be flexible and open to negotiation.

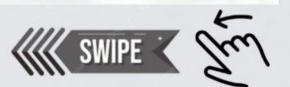
Example:

"Based on my experience and industry standards, I am looking for a package between [mention range]. However, I am open to discussion based on the role and responsibilities."

X Don't	☑ Do
"I will accept anything"	Know your market value.
"I want a very high salary"	Keep expectations realistic.









Do you have any questions for me?

- Always ask thoughtful questions.
- Show your interest in the company.

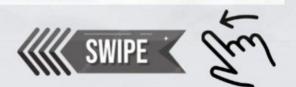
Example Questions:

- ✓ "Can you share more about the team I'll be working with?"
- ✓ "What are the growth opportunities in this role?"
- ✓ "How does the company support employee learning and development?"

➤ Don't	☑ Do
"No, I don't have any questions."	Ask about the company culture or role.
"How soon can I get promoted?"	Show interest in learning, not just benefits.



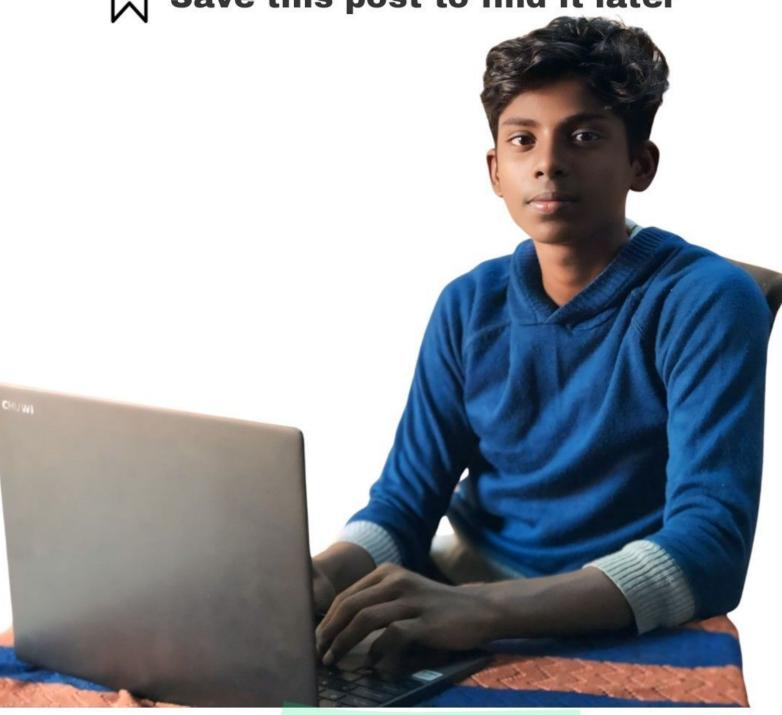




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