

# 🔔 Job Interview Guide



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# JOB INTERVIEW

## 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]."

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







# JOB INTERVIEW

## 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."

✗ 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.







# JOB INTERVIEW

## 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]."

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





# JOB INTERVIEW

## 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."

✗ 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.







# JOB INTERVIEW

## 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."

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





# JOB INTERVIEW

## 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."

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







# JOB INTERVIEW

## 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."

 <b>Don't</b>	 <b>Do</b>
"I will accept anything..."	Know your market value.
"I want a very high salary..."	Keep expectations realistic.







# JOB INTERVIEW

**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?"

<b>✗ Don't</b>	<b>✓ Do</b>
"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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