

## Interview Preparation (H.R.)

(1)

What are your hobbies / tell me about your hobbies? (Packet prep)  
and interest

- Reason:- check if culturally fit (how far you are)
- do not say no. (figure out where you are good at)
- don't give one liners like I like music  
Rather say :- I like music, and whenever get time I keep jamming different music sound and all.  
(give a supporting phrase).

- Be relevant (like I like coding, I like exploring new technologies)
- Be genuine and passionate (try to be realistic).

Q Talking about hobbies & interest (Niharika)

- # what do you like doing?
- # what sort of hobbies do you have?
- # what do you do in your free time?

Reply:  
# I like / love + noun / gerund (ing form)  
# I spend a lot of time + ing form  
# I am really into noun / gerund (ing form)  
# I am keen on noun / gerund (ing form)  
# I enjoy + ing form.

Reasons # It keeps me fit

# It gets me out of the house

# It is exciting

# It is interesting

Best Answers (Learn by watching)

- My hobbies are singing, gardening and reading motivational novels.
- I love cooking and helping my mom. I also like to play badminton which helps me to be energetic.
- Sir, I am a freelancer photographer and a musician too. I like to play various musical instruments. I play guitar, keyboard, flute and mouth organ.
- Sir, I like poetry and writing about social issues and reading about them. I like to travel a lot and visiting new places.

P.T.

- We should tell what is hobby + how this hobby benefitted you?

### SAMPLE

- I enjoy Reading and have always been a voracious reader. My hobby has made me develop analytical thinking and open mindedness.
- I am a avid photographer; I am also educating myself on the basics of graphic design and editing.
- My hobby is acting. Acting helps me forget myself and take on different characters and understand things from various angles.

- Don't mention two types of hobbies.
- If you have a hobby that you want to pursue as future job career, don't mention it.
- Don't mention negative hobbies.
- Reading, Music, Playing, Social work, Writing, Painting, Poetry,
- How to choose your best hobby.
  - make a list of your hobbies (all)
  - pick up the hobbies that make with your job profile.
  - choose 2/3
  - Tell it with happiness, joy.

Ex: I love listening to music, make new friends and travelling.

### Hobbies (Conduira Online)

Give 3 hobbies

Expect questions for your hobbies.

Love cricket → X (general)

Reading → X (general)

Cooking → ✓ good

Avoid conventional hobbies.

Avoid conventional hobbies and get in depth information about them.

Shortlist 3 hobbies and go in depth information about them.

Chatting with friends → X (negative)

Discussion with friend → ✓ (q. What sort of discussion you recently had)

Making few friends → X (strength, not hobby)

Don't tell you don't have a hobby.

Ready to answer follow up questions.

Do research on your hobbies.

Ex: I like watching superhero movies.

Maintain hobbies that will help you succeed at work enhance your personality.

You may also mention about any volunteer work that you do.

Ex: I like to stay sharp by reading trade journals, solving crossword puzzles and studying french language.

Q How to introduce yourself / tell me about yourself.  
Speak beyond resume.

(3)

What is your greatest strength

common buzz words → Hardworking friendly independent workaholic  
don't pick up these words.

Say like. Multitasker

Quickly Adapt  
Always like to learn  
Good at my work

try to make relevant to profile

Back your CLAIMS

Tell me about Yourself

length → तो बहुत प्राप्ति ना बहुत कम  
Coop and clear answer

Name → उसको नहीं पता हो सकता।

Go to 90 seconds answer

words like

love  
highly interested ] जो क्षेत्रगति पूर्णता पाएते हैं।

Academics

don't tell about 10/12<sup>th</sup> %.

if opted for extra course → say it.

Extra activities

Social responsibilities → blood donation, helped poor

Hobby

hobbies i.e. team hobby (travelling etc.)

Family

don't tell father's name, siblings name

educated / not

business

broad minded  
open minded, अनेक विचारों के से

Goal

tell your goal

My goal is work in company like TCS.

What is Recruitment

Sourcing, short listing, selecting and appointing the right candidate at the right position.

Tell me something about yourself

education background

family background, siblings

personality traits

things you like to do in your free time

Why should we hire you?

tell skills and ability

talk about your strengths

What are your strength

like leadership quality

punctuality

Back it up with an example

Hardworking

Grasp things quick way

Are you planning for future studies

Do not lie and tell them

What do you know about our company

Search on company's website.

What products they make

their clients

their technologies.

Tell me about Yourself / Walk me through your resume.

1. Start with a 1-sentence introduction.

Ex: I am a recent graduate with BBA in operation management

2. Say 3-5 sentences about your achievements.

These sentences should show why you are a good fit for this job.

3. Say why you want ~~this~~ job.

What do employees want?

Common sense

Management skills

Communication skills

Dependability

Success Mantra

Competent and pleasant human being

Tell me something about yourself

Answer in 1 min - 90 seconds

Current role - Major Responsibilities

Some professional achievements

Short Background

And why are you here today?

Why are you interested in this job?

Skills

Why should we hire you?

(list required skills)

(list your skills)

→ [Compare & filter] => Reason to hire

What are your weaknesses

don't be negative

I am way too detail oriented & trying to accomplish everything and I try to do everything perfect then I realized I am losing out on time that make me submitting my projects pretty late.

(give a positive aspect of your weakness)

Where do you see yourself in five years?

Well, five yrs from now, I would like to be in a management position, till then I would like to gain a practical experience and eventually become a manager. Of course, I would like to share and learn a lot of new things from my team members.

What do you know about our company?

go online & research

Oh well, your company is very well known for the customer service and you also won award for the best service provider in the country and of course you also have a great client list.

How well do you handle change?

Well, of course I can handle a change. In my previous company, one of our bosses had to quit and there was a new boss who came in and he completely changed the strategy of our project. So, of course I am very flexible and hardworking too so we managed it with our team efforts and definitely the results were pretty good.

How well do you work under pressure?

Well, like some people.

Given a project, very less time, late nights.

So, working under pressure is not too bad for me.

How do you handle important decision?

Well, handling decisions is definitely considered to be little difficult. but I am sure I can do it because I would rely on my experience. I would also weight on the pros and cons. Of course, I would take some advice from my team members and I answer that will help me to come on a decision.

\* Where do you see yourself in next 5 yrs?

I aspire to grow in IT industry. Today I am a junior programmer, but in 5 years, I see myself as a project manager. I will learn the necessary skills required for my growth.

\* What is your biggest weakness?

My biggest weakness is that I trust people very easily. Sometimes, it hurts me because I feel cheated, but many times, this habit also helps me make good friends for life.

\* Why do you want to work here?

I am really impressed by the leadership team of this company. I read on the website that the company is planning to expand its business to new countries, so it's a great opportunity for me to learn as well as contribute to the growth of this company.

\* What is your salary expectation?

I have around 2 years of experience as a programmer. Considering my experience and my current package, I expect an annual salary of Rs. 3 lac to 5 lac, it is negotiable.

\* Do you have any questions for me?

Yes. Are there any challenges that the company is facing in s/w development?

Why do you want to leave your present job?

I have learnt a lot at my previous company, but now I feel that there are no new opportunities for me to learn and grow, so I am looking for a change.

## Different Interview Questions

- Technical
- Analytical
- Behavioral

1. who you are
2. Accomplishments
3. How you are fit for this job.

### \* Tell me about Yourself.

- Summarise your experience/Education.

Ex My name is Priyadarshini but you can call me, Priya. I am a hard-working engineering graduate specialized in Computer Science Engineering with an overall CGPA of 7.3.

\* Along with my degree, I have completed .Net, Java and SQL courses on Coursera. The various technologies that I've learnt have helped me develop my final year project called 'XYZ'. It was during this project, I discovered that I am a team player and I ...

\* Be Confident

\* Maintain Eye Contact

\* Conversation

→ Do your research

→ Align your skills with the role

### \* Why do you want this Job?

\* ABC's reputation is certainly a factor. Also, a friend of mine who has been working here in the I.T. department for the past 2 years has said that the company's culture encourages learning and development while on the job and really rewards hard work.

\* As I've read on your website, you're planning to launch several new products and features in the upcoming months and I know that my experience would love to be a part of that growth. I know that my experience in product management and my leadership skills will help your company with on time releases and delivery.

### \* Why are your strengths and weaknesses?

\* Adaptability - Hardworking . flexibility . Persistent . self-motivated

→ I am a quick learner. Over the past 3 years, I have worked on 3 different technologies. As the lead of my team, I even had the opportunity to learn about sales while talking to new customers. It is my motto in life to learn something new every day and I actively seek feedback to keep growing.

→ Learning new things.

→ Positive thinking

~~Weakness~~ Sometimes, I find it hard to manage my time and cut too close to the deadline. To overcome this, I have started using post-it notes to stick on my laptop. I even organise my calendar to include my daily, weekly and long term tasks so that I prioritize my work better.

\* Tell me about the challenges you have faced at work

When our project was delayed, I co-ordinated with my entire team to get the schedule back on track. We troubleshooted the issues and solved the problems. Upon further investigation, I found out that the lack of proper communication and extinction of knowledge among a few team members was the main issue. So I scheduled weekly 'Share & Learn' sessions where both the senior and freshers of the team would come together and discuss the advancements of the project. This challenge taught me that along with technology, proper communication drives a project to completion.

How to answer it?

1. Talk about the challenge
2. focus more on how you overcome it
3. Talk about what you learn from it.
4. Talk about how you are helping others.

\* Where do you see yourself in 5 years?

a. What interviewer wants to know?

1. Are you ambitious? 2. Long-term goals.

b. Common mistakes

1. In your place 2. As the CEO of this company 3. somewhere else

c. How to answer it?

1. long-term career 2. Showcase your enthusiasm

Ex: I am really excited about this position because in the next 5 years, I'd like to see myself having end-to-end expertise in the pharmacy domain and I know that this job will give me that opportunity. I am even excited about developing my managerial skills and in the next couple of years possibly even take the lead on some projects.

\* Do you have any questions for me?

How interested you are?

Common Mistakes

1. No questions
2. What's in it for me?
3. Salary related query

How to answer it?

1. Job-related questions
2. Company related questions.

Why should we hire you?

Element 1: What the company needs?

Element 2: Stories

(9)

Tell me about Yourself / Run me through your resume / Talk in brief about yourself.

Meet and Greet

Handshake

Sit straight / Upright

resume → Re - zyou - may (Pronunciation).

Three step formula

1. Start with a 1 sentence.

introduction saying 'who you are'.

Ex I am a English trainer and a business English coach with 7 years of experience in the ESL industry.

Ex I am a Java Programmer with 7 yrs of experience specializing in gaming app development.

Ex I recently graduated in Computer Engineering.

2. Say 3-5 sentences about your achievements.

Ex I am a professional computer programmer with knowledge of various programming languages like JAVA, JAVA Script, shell scripting.

My last year's college project was developing a mobile App for food delivery, that I completed successfully with excellent results.

3. Talk about why you need this job.

Ex I am very particular about my schedule and always manage my time efficiently.

I am a bachelor and willing to take any kind of opportunity in your company that will allow my skills to grow.

Some important tips

# Don't talk about your family until asked.

# Don't talk about your hobbies.

# Don't talk about your resume.

# Always carry 2-3 copies of your resume relevant to the job.

# Talk about your achievements.

# Always speak to the point.

# Always speak naturally without forced accent.

# Speak naturally without forced accent.

# Ask if you don't understand something.

## Weakness

- It's very difficult to satisfy myself.  
I get bored easily.  
I don't like interference.  
I don't like to report at every step.  
I am very competitive.  
I am judgemental  
I ask too many questions.  
I am impatient.  
My reactions are not visible.  
I take time to take decisions.

## Why should you choose our company?

Have know about company  
future aspects  
your growth

## Strengths

Hardworking  
Adaptability  
Flexible

Honest  
Self-Motivated

## Why should I hire you?

Academic & m  
Experiences  
Spills  
Internships

## What are your career goals?

short term long-term

My short term goal is to get a job in a reputed company where I can utilize my knowledge and learn more things and in long term one day, I wish to be on "xyz" position of the company.

## What salary do you expect?

I am a fresher, salary is not really my priority this is a big platform where I can improve my knowledge and learn more new things. So, I expect my salary according to my ability and as per the norms of the company.

Strengths  
Sir, I am a very hardworking person. I am punctual and loyal towards my work.

(11)

How can you say that you are a hardworking person?

Sir, because whatever task is assigned to me, I just get into it, I don't even see the time.

How can you say; you are punctual?

Sir, becoz I always value the time. I understand that time once gone, can never be regained!

How can you say; you are loyal towards work?

Sir, because I always treat my company as my own so I work with honesty and dedication.

What's your weakness?

Sir, I can't say no if anyone ask me for help. I think; that is my weakness.

Any other weakness?

Sir, I think I am a very emotional person

How is being emotional a weakness?

Sir sometimes we need to be selfish too; otherwise we get into trouble.

What's your salary expectations?

As per the company norms (Freshers)

Do you have any Questions?

Do you have any questions about the job timings.

Sir, I would like to know about the job timings.

Why should we hire you?

Sir, I am sure I will turn out to be a key player of yours. Sir, I am sure you will never regret for the company and I assure you; you will never regret for the decision to hire me.

Why do you want to work in our company?

Sir, it is a great privilege for anyone to work in a reputed company like yours. When I read about your company I found that my skills are matching your requirements. Where I can showcase my technical skills to contribute to the company growth.

What are your strengths?

My strengths are that I am a self-motivated and hardworking person in nature and always push my limits to achieve greater things in life and my immense faith in the difference between possible and impossible lies in one's determination.

What is your weakness?

- Straightforward, Impatient, Sensitive, More Talkative.
- Ex My weakness is easily believing to anyone and never ignore if anybody asks me for help.
  - Ex My weakness is I can't take rest until the work is completed.

Bio Data (वायो डॉट)

Resume (रिज्यूमेन्ट)

Curriculum Vitae (करिएव्युम विलय)

Describe ideal working environment for you in an organization?  
Since modern workspace is so dynamic, one should be able to excel in diverse environments. Since your organization lays special emphasis on team building, I am also more productive in an environment that has good communication and great teamwork, I believe that will be the ideal working environment for me.

For me what kind of people you find difficult to work with?  
I believe everyone is flexible with all sorts of people as I believe everyone has his or her own way of perceiving things. At times, people who do not stay by their commitments are tough to deal with, but I always try to ensure that deadlines are met without any personal disagreement.

Are you a team player?

Working as a team player is important

Work is done in teams

Do not simply say "yes". Add a strong example for your answer.  
You can say about past college experiences where you had to be the team leader.

Say "I believe in working as a team rather than an individual".  
An effective teamwork results in higher productivity and the goal attainment is comparatively easier and efficient when the teamwork comes to play.

'3 see you planning for studies further?

All firms expects employees to work for a long term say. "No, I have no plans for higher studies". I am looking to start my career and progress it with a solid organization. I am interested in gaining work experience. I am confident that I can prove my talent with my degree which I possess.

Audibility of voice in an interview -

Do not give quick replies.

A pause before answer helps in gathering your thoughts.

Change your voice modulation

Make your answer interesting

Practice your answers before you go.

Avoid using filler words (Ah, Uh, eh, hii) Filler words shows that you are not sure about your answer.

Do not use weak words. Ex. I think, I hope, I believe.

Strong words: Yes, I can; Yes, I have already done it.

Do not apologize for being nervous.

Watch some public speaking videos to improve your skills.

Practice makes you confident.

Use correct terminology. Practice with technology.

Listen to your interviewer without interrupting him.

Ask him any question when he ends up saying something

Thank you -

Body language and importance of grooming in interview

Body lang shows the interest on a particular work.

People can judge you by looking at your body language

Major features of body language:

1. Posture
2. Head motions
3. Facial expressions
4. Eye contact
5. Gestures

Appearance shows motivation and professionalism.

When you feel good you look confident

Be professional

Well finished nails looks decent

## Body language for an interview

Be confident and calm in interview process

Great Appearance

First impression is the last impression expression

Keep a smile on your face.

A perfect handshake brings you a job

Make your handshake in a gentle way

Ask permission while you enter

Do not sit without interviewer's permission

Say "thank you" when you are offered with seat

Sit straight

Do not cross your legs

Do not go for "direct eye contact"

Make "face contact"

Use "Hand gestures" while speaking

Do not fold your hands while talking to interviewer.

Plant your feet on the ground.

It is easy to answer complex questions when your legs are on the ground.

Nodding your head shows you are listening and interested.

Make a note of interviewer's name and contact details

Ask him about follow up procedures.

Say thank you before you leave.

- How do u handle stress?
- How do u react when u are given deadlines?
- Will u work extra without paying extra?
- How do u think you are a fit for this company?
- So, did.
- How do you work under pressure?
- Why do you score ten in class 12?
- Who is Finance Minister of India?
- Do you like reading? What kind of things you read?
- Suppose you have to do any project on a topic which is totally new for you then what resources is going to help you?
- Last year turn over of TCS?
- Tell me something that is not mentioned in your resume?
- Do you know about TCS Service Agreement Policy?

(14) So did you have some food?

No Sir, I will have it after all the rounds. I had some soft drinks though.

(15)

So XYZ, so tell me, what is the scope of IT & Telecom industry?

Mom, I think its industry is on a boom right now. There have been major new inventions. The telecom industry is ever growing and coming up with new players like strong players. They say that the mobile industry is expected to generate a total economic value of 14 trillion by the year 2020.

• Tell me the last interesting book you read about?

• Who inspired you to become an engineer?

I don't think anyone inspired me to become an engineer. It happened because I enjoyed learning about how things work and why things do what they do.

I soon found out though that the subjects I was interested in were under a banner called engineering.

• Who inspired you in your life and how?

I'm not inspired by particular individual. Inspiration comes from different people. Like I'm inspired by my mom how to be honest and inspired by my father that he taught me how to handle the situation in tough time because we can't get comfortable all the time and also inspired by my own life because success & failure both are part of life.

• Engineers Day September 15, tribute to M. Visvesvaraya (Bharat Ratna scientist)

• My ideal - APJ Abdul Kalam Ajad

• Missile Man of India.

• Born 15th Oct 1951 (Rameshwaram, T.N.).

• Died → 27 July 2015 (Shillong, Meghalaya), 11M

• Bharat Ratna in 1997, Padma Vibhushan, Padma Bhushan

• Father → Jainulabdeen

• Mother → Ashiamma

• 11th President of India → 2002 to 2007

• ~~Abdul~~ Avul Pakir Jainulabdeen Abdul Kalam ← full name

• graduation → Madras Institute of Technology, joined DRDO.

• project director of 1969 India's first indigenous satellite launch vehicle (SLV-III)

• Books - India 2020: A Vision for the  
new millennium  
- Wings of Fire  
- Ignited Minds  
- Turning Points  
- My Journey