Interview Basics

Lets first try to look inside the mind of an interviewer. If you were the one responsible to select 10 candidates what would you expect from them? Write down the qualities that you would like to see in those candidates. Lets look at the following points that many interviewers have written in the order of their relevance:

Knowledge

A friendly but confident "Attitude"

Sincere

A professional and clean apperance

Research:

A short research about the company and the questions that have been asked earlier is really helpful . Ask your seniors or your colleagues about the interview experience they had. Though, it would not be the same person taking your interview, but more or less the Questions are similar because the interviewer in any company is given a list of questions that they need to ask the candidates and the provide the feedback.

You must have seen a sheet that they carry where they tick and write after listening to your response. The sheet contains a list of parameters over which they have to judge you, which essentially remains constant in all the interviews!! Yei!!

[Follow the link for the list: Common Interview Questions and Answers]

Practice:

Now that you know the pattern and type of Questions asked in an Interview. Practice! Practicing the questions would save the mini-heart atttack that you get in an interview when a question like "Why Should I hire You?" is asked. Prepare well for such questions so that when you are thrown such a question you are well prepared and can answer well instead of blabbering rubbish(Many Of the candidates do that!)!

Read Your Resume:

Do not just copy paste your resume from others. You are allowed to follow the design but copying an entire resume and then just replacing his marks with yours is a strict No-No!. In some cases we have found that in a campus selection interview almost all the students have the SAME CAREER OBJECTIVE!!(well! that's the height of Unity!),it clearly shows that you are either lazy or you lack originality. Such things might drag you down, and can be a prime reason for your rejection expecially if the company you are apearing for is amongst: "Yahoo", "Google", "CISCO", "Microsoft", "McAfee" etc. These companies literally scrutinize your resume.

In fact some of the times the Interviewer's first Question might be: "What is you Career Objective?", and this can send you for a toss if you are unable to reply what is written on your resume.

You should be able to explain each and everything that is on your resume, be it your academic projects or your achievements.

Be on time:

Always be on time for your interview. Reach the centre 10 minutes prior to the scheduled time and cross check your documents. Anybody hates waiting, and your interviewer is not different. Particularly in case of off-campus interviews, the interviewer is generally tired after having taken a lot of interviews and would get pissed off and reject you right away for such a small thing, no matter how qualified you are. Moreover, being late shows that you are "irresponsible".

Mind your Attitude:

Everything that you do reflects your attitude. Never ever try to show off, just try to be modest. Never start an argument with the interviewer, that simply reflects childish attitude. If you find that your thoughts and the interviewer's thoughts are clashing, just present you opinion politely. Always try to carry a friendly smile on your face. Sometimes the interviewer asks a very difficult question just to see how you react! Do you panic? Does the smile on your face disappear in a click? Do you start looking upwards or here and there? Or Do you try to answer calmly and accept gladly that you are not aware of the answer, but do not miss the chance to ask him the answer to the question :-) .This has happened a number of times in interviews and most of the times candidates who did not panic have emerged successful.

Group Discussion

Now a days, most of the companies have added Group Discussion as their 2nd round after the written round. Companies like TCS, Wipro , MindTree etc has GD as a surprise round! and hence the candidates are unable to prepare for it. Group Discussions are meant to check a number of qualities in a candidate like:

Communication Skills

How you behave with other candidates.

How much do you contribute to the discussion.

Leadership Qualities, and

Quality of your statements

How well do you co-operate

How do you react to views that are opposite to yours? How well do you accept them?

Can you restore order when the discussion becomes chaotic?

How well do you manage the time and conclude at the right time.

The main motto of a Group Discussion round is to find candidates who can work in a team, If you try to be dominant in a group discussion, you would be the first one to be rejected. Be a team player, just pretend that you are with your friends discussing over a topic, Let the nervousness inside you go away and relax, now listen to what others are saying. Thing logically before you open your mouth and then present your view politely and at times ask others too to present their views. But remember, do not be the one who just encourages others but do not make any meaningful and productive contributions.

Mark Your Presence in a discussion

While you are presenting you views you have to be noticed by the Evaluator as well as by other group members. While you are speaking people should listen to you. In other words you must make sure that you are being heard by the group. Ifother candidates hear you, so will the evaluator. On the other hand, if you get cowed down easily in an aggressive group, it shows your inability to express yourself which will for sure send you out. Many candidates complain that they did not get a chance to speak in the discussion, but it is after all a competitive round and nobody would let you speak by keeping their selection on stake. Remember, you won't get a chance to speak, "You have to MAKE your chances".

Quality of your contribution

Group Discussion is a delicate balance between the "Quantity of your contribution" and the "Quality of your contribution". You have to speak enough to be noticed and at the same time you have to make statements that show how creatively you think. Many candidated feel that speaking frequently in a discussin will get them through, But the most important thing to notice is that making just any sort of contribution is not enough. Your contribution has to be meaningful. A meaningful contribution suggests that you have a good knowledge base, are able to structure arguments logically and are a good communicator. These are qualities that are desired by all GD evaluators. The first 2 minutes are very crucial when you are given the topic and asked to think about it. Get your pen and notebook to work and write down as many ideas as you can so that you have some topics to speak about when the discussion starts. It pays to think out of the box. Everybody else will state the obvious points but can you state something different that would make others listen to you? Try to use examples to explain a scenario and after making your statement ask others what they think about it. Remember, if other candidates start supporting the point that you raised, Bingo!

Such instances indicate that you have Leadership Qualities and people follow you without hurting their own ego.

Leadership Qualities

As mentioned earlier, leadership qualities like steering the group when they are stuck at a point or take the discussion to a relevant and fresh direction are the desired traits in a group discussion. You should be able to bring order when the group turns in to a fish market. You should be able to give a fresh direction to the group when the group is floundering. And last but most importantly, you must attempt to build a consensus. Consensus is a general agreement among a group of people discussing over something. Nobody expects a group of ten people, where everyone has a different point of view to actually achieve a consensus on a controversial subject. But an attempt to build a consensus is highly appreciated. The reason is that in a working environment you will have to work with your team and at many situations you will have to arrive at a solution which everyone agrees upon. An attempt to arrive at a mutual agreement shows that you are capable of working in a team and take decisions.

Do's and Don'ts

Do's

You Should not just talk, you should listen to others too. You must realize that other people are also important and also have valid points to make. You should not just try to persuade other people, but also emerge as a person who has an open mind and appreciates the valid points of others. You must try and resolve contradictions and arguments of others in the group. Try to create the boundaries of the discussion, and make sure that the discussion does not wander away from the main theme. Discuss how the group should proceed and what should be discussed before actually beginning the discussion. Try to summarize the discussion at the end. While summarizing do not merely restate your point of view but also accommodate dissenting viewpoints. Discuss if you appreciate a certain point that was raised by someone. If the group did not reach a consensus, mention it in your summary.

Dont's

Do not try to be dominant or rule the group. Give importance to everyone. Do not get emotional and start shouting. Giving chance to others is good but do not over do it! Do not offer a chance to anyone who is not trying to speak. He may not have anything to say at that point and you will just end up looking foolish. Do not try to impose a system whereby everyone gets a chance to speak in turn. A GD is not meant to be a systematic speech of individuals but a discussion. If you start the discussion, do not jump to conclusions right away. Present the problem and discuss the issues and how can we approach the solution. Only then logically state your point and then invite others to the discussion. Do not just talk to only one or two persons when speaking, try to maintain eye contact with as many members of the group as possible. This will involve others in what you are saying and increase your chances of carrying them with you.

Is it good to be the first speaker in a GD?

In most GD's the opening speaker is the person who is likely to get the maximum uninterrupted airtime. The reason is simple - at the start most other participants in the GD are still trying to understand the basic issues in the topic, or are too nervous to speak and are waiting for someone else to start. Therefore the evaluators get the best chance to observe the opening speaker. But this is a double edged sword. If the opening speaker talks sense naturally he will get credit because he opened and took the

group in the right direction. If on the other hand the first speaker doesn't have too much sense to say, he will attract the undivided attention of the evaluators to his shortcomings. He will be marked as a person who speaks without thinking merely for the sake of speaking. As someone who leads the group in the wrong direction and does not make a positive contribution to the group. So remember speaking first is a high risk high return strategy. It can make or mar your GD performance depending how you handle it. Speak first only if you have something sensible to say. Otherwise keep shut and let someone else start.

Technical Interview

Techinical Interview is the round right after the Group Discussion Round. The previous 2 rounds i.e. written round and GD round are called "elimination" rounds. They act as filters to select only the candidates who have the ability to work in a team. Technical Interview is the first SELECTION round. The aim of the interviewer is to get to know how knowledgeable you are and are you aware of the basics taught in your graduation.

These are a few things to keep in mind.

You have to be really sound at your technical concepts. Brush up your basic concepts first. Most of the time the interview starts with the basic questions like what is a pointer?, what is a 3-D Array?, what is a static variable?, what is a foreign key in DBMS?and if you can not answer these questions properly, your interview is gonna be a really short one..lol Once you start answering questions properly, the inteviewer would gradually increase the level of questions and stop only when either you are not able to answer any further or he is convinced that you can be hired!Be Confident of your Answers, sometimes the interview might try to confuse you by asking if you are really sure of the answer. Cross check your answer and if you feel that you are right, tell him confidently that the answer is right. But remember, sometimes when you are asked to be sure of your answer, it could be that the interviewer has noticed a mistake in your answer and is trying to give you a hint. So please do cross check you answer.

You should never try to make up the answer if you do not know it. It is highly possible that the person sitting infront of you works on the same technology and any made up answer can show you the way out. If you are asked to write a program that you have never heard of, atleast make an attempt, never give up without trying. The first thing that the interviewer hates to see is a candidate giving up. As we have seen, sometimes the interviewer asks you to write a program which is quite big, for example: "Write a linked list program with all the functions possible". Well, in this Do not wait, just start writing the program, after defining the structure start listing all the functions that you are going to implement and then start writing the definitions of the functions. It is highly possible that after writing just 2-3 functions the interviewer would ask you to stop as he would have already seen if you have written the logic correctly or not.

HR Interview

The interview is an opportunity for both, the interviewer and the candidate to market themselves. The employer is selling the organization to you, and you are marketing your skills, knowledge, and personality to the employer. Remember that interviews are varied and so they cannot therefore be easily categorized. Following are some human resource interview tips:

Be prepared

Preparation increases confidence. Practice with you classmates and friends. Go through the common HR interview Questions and prepare answers for them. But remember, your answers should be original, infact when you are preparing for campus interviews make sure that your classmates do not give the same answers as yours!. Ask your seniors about their experience in the HR round. You may prepare by reviewing magazine and newspaper articles. You may check out their web site. Read your resume before your interview. It will keep your answers fresh.

Be Punctual

Find out the location of organization a day before. If possible get the company's phone number from their website and call them up for the exact location. Arrive at the interview location at least 15 minutes before your interview. Arriving early will give you the opportunity to read some information on the company in the reception area as well as get some hint about the position from other candidates.

Be professional

Professional look always helps for good impression. Be careful about your dressing. Be aware of the company culture and ensure you dress to impress. Decide a day before what you are going to wear for the interview to avoid making the wrong choices. Have a clean shave and try to have a neat and clean appearance. These things matter a lot to HRs, expecially if the company is a service based company as they have frequent client visits.

Be polite

Try to always have a smiling and confdent face. Do not look arrogant or careless. Don't interrupt the interviewer. Listen very carefully. Poor listening skills are responsible for the bad impression. If the interview is being conducted in a restaurant, mind your table manners. If the interviewers are serious and soft-spoken, then you should be same as interviewer. Avoid laughing loudly during the interview.

Be positive

Keep in mind that there is only one chance to make a first impression. Every company wants employees who are goal-oriented, career-driven, enthusiastic and motivated. Be the employee as they want. End the interview on a positive note. The hiring official needs to know that you are interested, enthusiastic and excited about the position and the company. Try to read about the company and ask questions like about their latest aquisitions or their different projects etc., this would make them feel that you have already some research about the company and you are interested in the company.

Be practical

If you are experienced then the interviewer already knows your current salary and benefits package. When the topic of salary comes up state that you know they will make a fair offer. If you are offered the position during the interviewing process and you want the job then accept it. If the offer is not acceptable for any reason, ask for time to consider the offer. If you have any issues related to the package offered, mention it to the HR, they would definitely try to revise it if you are a deserving candidate.

Human resource interview tips - Do's

Have a firm handshake.

Be sincere and direct.

Introduce yourself in a courteous manner.

Read company materials while you wait.

You have to prepare for questions and listen carefully to the interviewer.

Ask about the next step in the process.

Thank the interviewer.

Learn about the Human Resources Analyst Program and understand the different facets of human resources.

You never know what the interviewer will ask you about, so be prepared to talk about anything you have included on your resume. You should be truthful about your experiences and skills.

Human resource interview tips - Don'ts

Don't show depression or discouragement.

Don't start the topics like salary, benefits or working hours.

Don't look at your watch.

Don't take extensive notes.

Don't be too serious.

Follow up

Try to be in touch with the HR through mails and phone. Wait for 2 dys at least before asking them again about the status. Remember: The comapny is much more eager to hire you than you are to join it. They have a requirement which they need to fill and if they find you suitable, they will definitely get back to you as early as possible so that you can initiate the separation process at your current company.

Common Interview Mistakes

Nobody is perfect and when the job is important to you, you are bound to get nervous and make mistakes. But if you know exactly what not to do, you would try your best to avoid them. Consider these points:

Do not Oversell

Do not try too hard to impress, do not brag, or act aggressively. But in doing so, do not undersell yourself. Failing to emphasize the fact that you have related skills; discussing experience using negative qualifiers (i.e. "I have a little experience...").

Body Language

It is easy to create a negative impression without even realizing that you are doing it. Are you staring at your feet, or talking to the interviewer's shoulder? Be aware of what your actions say about you.

Lack of Honesty

The slightest stretching of the truth may result in you being screened out.

Negative Attitude

The interview is not an opportunity for you to complain about your current supervisor or coworkers (or even about 'little' things, such as the weather). Lack of Preparation You have to know about the organization and the occupation. If you don't, it will appear as though you are not interested in the position.

Lack of Enthusiasm

If you are not excited about the work at the interview, the employer will not assume that your attitude will improve when hired.

Dressing Style

The first impression you make on an interviewer is the most important one. The first perception an interviewer makes is going to be based on how you look and what you are wearing. Though some people may argue that dressing is not important if you have the knowledge that the interviewer is looking for, But what if there comes a situation when 2 candidates seem suitable for one position? They would obviously choose the one who was appropriately dressed. If you're in doubt about how to dress for an interview, it is best to err on the side of conservatism. It is much better to be overdressed than underdressed.

How to dress for an interview?

The candidate dressed in a suit and tie is going to make a much better impression than the candidate dressed in faded jeans and a t-shirt. Though product based companies do not bother much about the dress in their working environment untill it is presentable, they do look at what you are wearing for the interview. Service based companies on the other hand are very strict about the dressing style and would reject you just because you were wearing a jeans for the interview, no matter how good you are. Here's more on what to wear to an interview for professional, casual and startup companies, when you want to make the best impression.

Women's Interview Attire
Solid color, conservative suit
Do not wear tight clothes
A Saree or Salwar suit is also fine (In India ONLY!!!)
Moderate shoes (No high heals please)
Limited jewelry
Do not carry purses.
Neat, professional hairstyle
Sparse make-up & perfume
Manicured nails
No Flashy nailpolishes
Document Holder

Men's Interview Attire

White long sleeve shirt: Tuck in the shirt and do not roll up the sleeves. Never wear a short-sleeved shirt to an interview or any business purpose. Wearing a short-sleeved shirt will destroy your executive image.

A Tie: Optional. But if you do wear one, choose a conservative pattern. Solids, small polka dots, diagonal stripes, small repeating shapes, subtle plaids and paisleys are all acceptable. Solid color, conservative suit (For Exerienced candidates only): If you are applying for a managerial post, You need to look different than other candidates, A good quality suite does just that! Dark socks, professional black shoes: Weak Dark shoes, preferably black. It should be simple yet neat and clean. A conserative black leather Belt: Belts should match your shoes. Those with smaller buckles with squared lines look more professional.

Neat, professional hairstyle

No beards

Neatly trimmed nails

No rings other than wedding ring or engagement ring

No neck chains

No Earrings (If you wear one, please take it out for the interview) Empty pockets, No tinkling coins please Document Holder

Way Of Answering

You can never predict every question that you will encounter, so approach the interview with an inventory of important points. Make a list of the points about yourself that you want the interviewer to know. For example, if you were to apply for a job as a Sales Representative, you might want to list the products you have sold before, types of customers (by industry, age, etc.), languages spoken, personal experience in that industry and related knowledge (perhaps from your academic program).

Consider each question an opportunity to provide some of this information. Don't assume anything. You will be evaluated on your answers, not your resume. Therefore, ensure you incorporate the relevant information from your resume in your answers.

Organize your answer:

Pause a couple of seconds before you respond to each question, even if you know exactly what you want to say. Take this time to quickly plan your answer, this helps to avoid misunderstandings and produces much more concise answers.

Ask If you have doubts: If you don't understand a question, ask for clarification. This is expected and is preferable to providing an unsuitable answer. If you need time to collect your thoughts - take it. When people are nervous they tend either to "draw a blank" or to babble. It is better to think for a few moments and make sure that your answer is doing you justice and that there is a point to what you are saying.

Always expand: Never answer a question with a "yes" or "no."

The interview is an opportunity for you to sell yourself. Don't be afraid to 'blow your own horn.' As long as you can back up what you are saying with examples which demonstrate that what you are saying is true, you are not bragging. Third party observations can also be mentioned. For example, "My last employer told me that I was promoted because of how I handled conflicts with clients."

Be very positive: Don't complain about anything - from your former employer to the weather - and don't apologize for experience that you don't have. Just sell what you do have and let the employer decide if you have what he/she is looking for. Also, avoid negative words. For example, you would not say "I have a little experience....," you would say "I have experience......"

Don't be afraid to repeat important points. In fact, it is a good idea to do this.

Body Language Tips for Interview

In recent studies, it has been found that only 7% of the message is conveyed verbally, the rest 93% is conveyed through the tone of your voice and your body language.

Now that you know that your body language plays a very vital role in your selection in any interview, go through the following points and make sure that you keep these in mind when you are out there for an interview next time.

Make a Great First Impression

It has been found in various studies that the interviewer spots the right candidate in the very first 30 seconds. Now lets see what they actually see in these 30 seconds.

Your Appearance

Your Confidence

Your Expression when you see the interviewer for the first time.

Impress the interviewer right at your entrance in to the interview room. Don't walk in pulling up your belt or readjusting your tie, while entering the room. Is is already assumed that you have done your home work and read about the company and have practiced well. So do not make small mistakes like not bringing a document holder for your interview etc. Walk straight, be energetic and do not look sleepy. Do not forget to have bath before going for the interview.

- 1. Have a firm handshake: Your handshake should reflect your confidence. The handshake should be firm and only firm. Do not crush his/her hand! A weak shake shows either lack of confidence or lack of interest. The handshake is often a litmus test right at the beginning that helps the employer to decide if you are fit for work or not. If you sweat a lot, Do not forget to carry a handkerchief and wipe your hands before entering the room.
- 2. Maintain eye contact: While talking to the interviewer look straight in to his eyes, it shows that you are confident and is true about whatever you are talking about. Do not look here and there while answering to his questions. Eye contact establishes rapport and conveys mutual understanding and attention.

Do not touch your face

Most of us have a habit of touching our own face a number of times, while talking to others. It has been found that an average person touches his/her face between 2000 to 3000 times. Infact, you would have touched your face a couple of times while reading this article. Almost all of us have the habit of touching our nose, our lips, and our forehead, but this gives a signal that we are either nervous or we are not being honest. Now that you know it is difficult to control this sub-consciously, you have to avoid touching your face during the interview.

Do not shake your leg

Shaking one's leg is another most common thing that is difficult to control. Even though it might be just a habit, but the message it conveys to the interviewer is that you are nervous. And this isn't something which an interviewer would look for in his future colleague.

Don't sit up too straight

Sit up straight, and lean slightly forward in your chair. In addition to projecting interest and engagement in the interaction, aligning your body's position to that of the interviewer's shows admiration and agreement.

But do not sit up too straight that it looks awkward and makes others uncomfortable around you.

Limit your Hand movements

People generally use their hands to express enthusiasm or convey what they are thinking effectively. It does help in elaborating things.But be careful, overdoing it can irritate someone, expecially when he is noticing your hands.

Try to keep you hands in the "Truth Plane" i.e. the area infront of your belly, a visual expression that communicates the right mix of composed, competent resolve and level-headed credibility.

Maintain Interest

When you sit down to talk, don't slouch or lean back – both imply disinterest. Sit straight up and lean slightly towards your interviewer, suggesting respect and attentiveness. Be sure to nod occasionally, smile and leave your hands casually in your lap or resting on the arms of the chair. You an also try paying attention to your interviewer's body language to make sure you are both on the same page.

Don't be distracting

By playing with your hair, rubbing or scratching your skin, you may come off as nervous and untrustworthy. Likewise, don't cross your arms or lean towards the exit – your interviewer might find you standoffish, distant, or disengaged. Keep the focus on the interviewer and what they are saying – people are naturally flattered by attention.

Remember to relax

Breathe, you're almost there. Imagine yourself at once alert and at ease. Smile. You look great. Answer a couple more questions and ask a few of your own. Stress shows in your face and throughout your entire body. It's very difficult to feign relaxation – you actually have to be relaxed. To do this, make sure you practice relaxation techniques regularly.

End Strong

Wrapping up? Stand up, smile, and shake hands after the interview is over. Be respectful and thank the other person for their time. Exchange the necessary pleasantries and leave slowly, chin up. There is a reason for expressions like "chin up" – our expressions and posture really do indicate important things. Whether you get the job or not, at least you went in to the interview with style and grace, and communicated your intentions with confidence and professionalism. With a bit of luck, your body language will have been the icing on the cake. Your interviewer will remember you as a confident, assertive, friendly, and honest applicant – all the important things that get you the job.

Tell me about yourself

Imagine, you enter the interview room, the interviewer is sitting right in front of you and asks you to have your seat, and then before you can feel comfortable he throws the most scary question at you Tell me something about yourself. It scares the sh*t out of most college students and some experienced professionals too!

This is one of the most common FIRST question in any kind of an interview, be it technical or HR round! The answer to this question plays a very major role in your selection, But since we are not used to introducing ourselves, this question makes most of us nervous and so we need to practice to answer Tell me about yourself properly as this question can help you to make the interviewer ask the questions you want him to ask you as well as to project your strengths.

Before we jump in to the answer we need to understand the following 2 points:

"Should our answer be same in the technical round and the HR round??"

"Why does the interviewer ask this questions??"

Let's answer these questions one by one!

1. "Should our answer be same in the technical round and the HR round??"

Well, Yes and NO!!

Your answer should vary based on the person asking you this question (Tell me about yourself). A technical interviewer wants to know about your technical skills while an HR personnel wants to know about your interpersonal skills, your leadership qualities etc.

But there are certain things too that are common amongst them, both of them want to know about your Academic background and your Home Town (Just for curiosity as well as to bias their decision). You are more likely to get selected if you and the interviewer are form the same State or share the same mother tongue! (SAD but TRUE!!)

2. "Why does the interviewer ask this question?? (Tell me about Yourself or Introduce Yourself)"

The following points answers this question:

The interviewer wants to know about your background.

He needs a quick overview of your resume by yourself.

How you present yourself

How confident are you about yourself.

How clear are your views and your thought process.

Do you stammer and get nervous while presenting yourself?

Have you ever demonstrated leadership qualities.

How consistent are you?

Are you arrogant or too proud of yourself?

The HR's decision depends a lot on the above questions.

Technical Interview: Tell me about Yourself

Besides the above points a technical interviewer is interested in:

Your educational background

What technologies you are comfortable with

What programming languages you know

Have you presented any technical presentations or not etc.

Have you worked on any open source project?

Have you ever worked under pressure and still delivered the results on time?

If you are a fresher your answer to Tell me about yourself should start in the following way:

Tell your full name, your father's name, how many siblings you have and where is your home town.

Tell about your 10th Boards Examination with percentage ans Board of Examination.

Do the same about your 12th Boards.

Tell about your College and the Percentage / CGPA you got.

Tell about Extra Curricular Activities and Achievements.

Any Extra courses/trainings and certifications that you acquired.

About your Hobbies and interests.

A Sample Answer to Tell me about yourself

Interviewer: "Hi Rahul!" Candidate: "Hello Sir!"

Interviewer: "Tell me about yourself."

Candidate:

"My name is Rahul Sinha and I am from Delhi. My Fathers' Name is Shri Sandeep Sinha and I have one brother who is currently pursuing his MBBS from Mumbai. I have done my schooling from DAV Public School, Delhi which is a C.B.S.E Board School and have passed 10th Boards with 85.2% in 2004, For 12th I got admission in to Delhi Public School, R.K.Puram and scored 82% in the Boards Examination in 2006. After That I appeared for Engineering Entrance Examination and got Admitted to R.V. College of Engineering, Bangalore and completed my engineering in 2010 with a CGPA of 8.5. During my Engineering period I took part in a lot of Extra Curricular Activities like Paper Presentations, organizing College Festivals, Organizing Technical Camps and was also part of an N.G.O "Dream A Dream" in Bangalore. I also like to play guitar and make Pencil Sketches."

Now, Here comes the part where you have to start adding differing your answer for Technical Interviewer and for an HR Interviewer. But Be Careful not to brag a lot and look arrogant. Be very polite and mind your tone.

For Technical Interviewer:

"I have also attended training in Java and developed interest in Web Development in my final year and have contributed to various technical blogs. I have a sound knowledge of HTML, CSS, Javascript for the Front End Development and Java for the Back End development."

For HR Interviewer:

"I have participated in Leadership programs and was very active in organizing Cultural College Festivals, Have participated in Mad-AD competitions and Slow Dag competitions and won many prizes. During all the 4 years of my College, I was the Class Representative of my class and was recognized as one of the best Representatives."

How to answer "Tell me about yourself" interview question in an interview?

Go through all the points discussed in this article carefully and try to create your own answer to the question "tell me about yourself" in the pattern given. Practice it properly and try to record it in audio /video format and listen to yourself.

If possible show the video to some of your close friends and ask their opinion.

Why is it crucial to answer tell me about yourself properly?

A good answer to this question might impress the interviewer in the first 2 minutes itself. Lets say that if you have done something that really differentiates you from others, it will catch the interviewer's eye immediately.

Ex: If you have won an award in your college, or you were the topper of your engineering batch, or you had a state rank in Maths or Science olympiad etc.

How can you steer your interview through your answer to "Tell me about yourself"

If you answer the "Tell me about yourself" wisely, you can almost force the interviewer to ask questions to you from a specific domain that you are good at. If you have worked on a certain technology or you are interested in some specific programming language or you are good at managing certain conditions..mention it!! The interviewer is most likely to start asking you about it in detail, Bingo!

Questions similar to "Tell me about yourself"

There are many variations to the question "Tell me about yourself", an interviewer can ask the same thing in different ways or infact split the question in to parts. Following are the variations:

Tell me something about yourself

Can you tell me about your background

So, where have you studied?

Tell me something about your past life

How much should I say when asked - Tell me about Yourself?

Keep It brief, especially the Personal Details. An interviewer actually wants to know how good can you do the work. So he is interested in your Academic background in case of a fresher and your professional experience in case you are experienced and not your family history.

Resume Making Tips

Your resume is your first interface to the company, and Let me make it clear that about 75% of the resumes are rejected in the first 5 seconds by the HR persons. Can you imagine how many candidates apply for a single opening in an MNC in India? It is over a whopping 2000! And most of them are not even called for a written round!

Do you Know the reason??

Almost, 5 lakhs Engineers are produced every year in India alone, and it has been found that only 20% of the engineers are employable. About 2 lakhs engineers struggle for an year or two to get an IT job. Now ask yourself? Where do you fall?? In the first 20% or the rest 80%! And if you are amongst the employable candidates,

Shouldn't your resume reflect your employability factor?

As mentioned earlier, most of the resumes do not even make it to the interviewer's hand. In such a case, the most important thing to focus upon is that "Your Resume should be PERFECT!", It should reflect professionalism, clarity of thoughts and how organized you are.

Here are some Resume making tips.

Resume Structure

It is the most common question. How should we organize our Resume? What should be the flow? Is the Resume of a fresher ans an experienced candidate different?

Let me answer the last Question First, YES! the resume of a fresher should focus on his academics while for an Experienced candidate, the emphasis should be on his area of expertise, his experience and his projects. So the resume structure is a little different. We will provide a sample resume too, but before that go through the resume structure discussed below:

Fresher's Resume Structure:

Career Objective: This section describes your aim and aspirations. It should be unique, Do NOT copy it from any sample please! Just try to think what you want to do in your career and what qualities in you can benefit the company.

Academics/ Education: You can make a table with the following headers:

Degree, University, College, Percentage/CGPA and year of Passing and then populate the rows with the latest degree first i.e. first B.E, followed by 12th and then 10th.

OR you can write the academic details in a clear paragraph format.

Technical Skills:

Achievements/ Extra Curricular Activities: Mention any awards that you have won, or extra-curricular activities like, Participated in Stage Drama, Create website for the college, participated in an All India Paper Presentation Competition etc.

Academic Projects:Mention the projects that you did as part of college curriculum or any personal project that you made. Do not forget to mention the duration of project, Name of the organization if you have done it as part of internship, Team Size, and a small 3-4 lines Description.

Personal Details: This section should contain personal Informations like your date of birth, your Father's Name, your postal address, your hobbies etc...

Experienced Resume Structure:

An experienced professional's resume should focus on his experience but also provide his background details like professional degrees, university and college, year of passing etc. There is absolutely no need to mention the academic projects. So the Resume structure for Experienced professionals is: Career Objective: The career objective should be more specific in case of experienced professionals, it could include the technology that you have worked on etc.

Technical Skills: Mention the subjects that you are good at. Categorize them into: Programming Languages, Web Technologies, DBMS softwares and your area Of interest. Be careful about what you have written in this section because most of the questions will be asked from whatever you have mentioned in this section.

Experience: This section should contain the company wise experience starting with the latest. Provide brief information about the projects and technologies you have worked on in the previous companies.. This section differs based on the type of company you have worked in i.e. Product Based Company like Microsoft, Yahoo, Goocle, Aricent, Alcatel Lucent, Huawei, or Service Based Company like TCS, Infosys, Wipro etc

Achievements / Extra-curricular Activities: When you are experienced, this section should also include the awards that you won while working, your associations with professional Organizations, and the seminars and presentations that you conducted. All this should be followed by you college level and school level achievements.

Academics/ Education: You can make a table with the following headers: Degree, University, College, Percentage/CGPA and year of Passing and then populate the rows with the latest degree first i.e. first B.E, followed by 12th and then 10th.

Personal Details: This section should contain personal Informations like your date of birth, your Father's Name, your postal address, your hobbies etc...

Do's and Dont's

Do not overcrowd your resume, allow for plenty of white space.

Keep your resume to one or two page whenever possible.

Do not use different fonts, choose a standard font like "Times New Roman" and stich to it.

Do not overuse italics, underlines, capitalization or other emphasizing features. Though using it a few times is allowed where you want to draw the interviewer's attention to it specifically.

If you have highlighted something in your resume, be prepared to face a lot of questions on it.

Be well prepared about your Achievements section. The interviewer would dig you to find out of you have really done it.

Make sure that your Name, Mobile Number and Email address are present on your resume, preferably at the top of the first page.

Use good quality Bond paper to print your resume. Do not use photocopy quality papers.

Print on only one side of the paper. Do not use colors on your resume.

Mention alternate phone numbers just incase your primary number is unreachable.

Do not mention that you know Windoes 7 and Vista , under your technical skills, unless you are not aware of the Windiows internals. Everybody knows to work on Windows!

Mention you personal details like your Father's Name, Date of Birth, Permanent Address etc. on the last page.

Resume should be Concise

Your resume should not be too long, but should provide a lot of information clearly and in a few words. It should be brief but comprehensive. Avoid using large paragraphs.

Avoid making silly mistakes

Avoid Spelling mistakes: Carefully read your resume a number of times and cross check the spellings of each word. Ask you friends to proof read your resume. Do not use difficult words which you do not use generally.

Be careful about "the" and "teh", which is on of the most common spelling mistakes. Avoid Grammatical mistakes: Grammatical mistakes are a major turn-offs and in a resume it can prove disasterous. Here are a few mistakes to look for in your resume.

Do not switch tenses within your resume.

Capitalize all the proper nouns in your resume.

When expressing numbers, write out all numbers between one and nine (i.e., one, five, seven), but use numerals for all numbers 10 and above (i.e., 10, 25, 108).

If you begin a sentence with a numeral, spell out that numeral (e.g. Eleven appreciation awards during my previous job).

Use a consistent Date Format, i.e. 11/12/2001 or 11 Dec 2001 or 11-12-2001

Do not interchange words like:

All right and Alright,

Affect and Effect

Personal and Personnel

Its and it's

Role and Roll

Use action verbs such as "developed", "managed", and "designed" emphasise your accomplishments. Do not use sentences like "I developed abc and xyz ..." or "I worked on ...", as far as possible, Do NOT use "I" in your resume anywhere.

Avoid passive constructions, such as "was responsible for managing college fest". Just say, "managed college fest": that sounds stronger and more active.