**Last updated 03262014**

**Notes:**

1. **This “Tell me about yourself” should not have detailed project write ups or your interview prep.**
2. **Please fill out this basic bare-bones template that I have provided.**
3. **Don’t remove sections from here. If something is unclear, ask a coach. That is, don’t change the basic structure of this document. If is still not clear, write “Don’t know what to write”**
4. **If a question does not apply to you, write “N/A” (i.e., don’t remove any line)**
5. **How to save this file? Let’s take an example. Say on 03/25/2014, there is a candidate named Rajat Khanna who is interviewing with a manager named Michael Lynch of Wells Fargo Bank as a QA Engineer through mid-client named KForce. SO, Rajat will save this file as “Tell me about yourself – Rajat Khanna KForce – Michael Lynch – Wells Fargo – QA – 03252014””**
6. **Don’t leave the word “Template” in the filename (because it is no longer a template).**

**Information for the interview!**

|  |  |
| --- | --- |
| **Question:** | **Your answer:** |
| **My name** |  |
| **My immigration status as told to client** |  |
| **My SSN number; DOB** |  |
| **My real immigration status** |  |
| **My email ID as told to client and on the resume (Canvas email address required. Like rajat.canvas@gmail.com)** |  |
| **My original email ID** |  |
| **My GTalk (GChat, Google Chat) ID (Stay logged into GChat while doing the interview. Add** [**your**](mailto:alok@canvasinfotech.com) **mentor’s email ID to gmail chat so that you and the mentor can chat during the interview.)** |  |
| **Have you added the mentor who is helping you with interview on gchat? Please answer Yes! What email Gchat ID of Canvas’s mentor have you added to your GChat?** |  |
| **My phone number (don’t remove dashes)** | **ddd-ddd-dddd** |
| **This phone number (area code) is from which city, state in USA** | **AnyTown, AnyState** |
| **My skype ID** |  |
| **This is what kind of position? – BA QA DA or PM** |  |
| **Your name**  http://www.mazeforge.com/Words/wp-content/uploads/2007/09/arrow-down-small.jpg  **Manager name@Canvas**  http://www.mazeforge.com/Words/wp-content/uploads/2007/09/arrow-down-small.jpg  **Manager name@Layer 3**  http://www.mazeforge.com/Words/wp-content/uploads/2007/09/arrow-down-small.jpg  **Manager name@Layer2**  http://www.mazeforge.com/Words/wp-content/uploads/2007/09/arrow-down-small.jpg  **Manager Name @Layer 1 (Layer 1 is closest to end client)**  http://www.mazeforge.com/Words/wp-content/uploads/2007/09/arrow-down-small.jpg  **Manager name@ End client** | |
| **Who (Manager@Canvas) brought you this position in Canvas? i.e. which marketing manager? Full name please!** |  |
| **Layer 3 information (if any Layer 3 is involved):** | |
| **Layer 3: Company name** |  |
| **Layer 3: Manager’s name. Full name please!** |  |
| **Layer 3: Manager’s Phone number who you have been speaking to!** | **Ddd-ddd-dddd** |
| **Layer 3: Manager’s email address who you have been speaking to!** |  |
| **When did you last talk to this mid client (Layer 3) manager? What day, what time?** |  |
| **What did you talk about with Layer 3 manager name? How long was the conversation? What was the gist of it?** |  |
| **Layer 2 information (if any Layer 2 is involved):** | |
| **Layer 2: Company name** |  |
| **Layer 2: Manager’s name. Full name please!** |  |
| **Layer 2: Manager’s Phone number who you have been speaking to!** | **Ddd-ddd-dddd** |
| **Layer 2: Manager’s email address who you have been speaking to!** |  |
| **When did you last talk to this mid client (Layer 2) manager? What day, what time?** |  |
| **What did you talk about with Layer 2 manager name? How long was the conversation? What was the gist of it?** |  |
| **Layer 1 information (Layer 1 will almost always be involved) (Layer 1 is closest to end client):** | |
| **Layer 1: Company name** |  |
| **Layer 1: Manager’s name. Full name please!** |  |
| **Layer 1: Manager’s Phone number who you have been speaking to!** | **Ddd-ddd-dddd** |
| **Layer 1: Manager’s email address who you have been speaking to!** |  |
| **When did you last talk to this mid client (Layer 1) manager? What day, what time?** |  |
| **What did you talk about with Layer 1 manager name? How long was the conversation? What was the gist of it?** |  |
| **End client information** | |
| **End Client: Company name** |  |
| **End Client: Manager’s name (who you will interview with). Full name please!** |  |
| **End Client: Manager’s Phone number who you have been speaking to!** |  |
| **End Client: Manager’s email address who you have been speaking to!** |  |
| **When did you last talk to this end client manager? What day, what time?** |  |
| **End client’s location:** | **Anytown, Anystate** |
| **Your current location as told to client. If local to the client’s location, why was it shown this way (It is easier to find a job over phone). (Ask your Marketing Manager about this. Ask your Marketing Manager, “What should I say my current location is?”)** | **Anytown, Anystate** |
| **Your real current location?** | **Anytown, Anystate** |
| **Is there a dial-in number for this interview? (A number that you have to dial-in to connect with the interviewer): Yes or No?  If yes, what is it?**  **Please check the mid-client's email carefully. Does it mention a Bridgeline number & passcode?**  **For e.g. 1-888-123-4567 Passcode 0021#**    **Bridgeline numbers are used in order to connect to conference calls in companies.** |  |
| **Is this a Skype or a Webex video interview? If yes, specify the details here! What is the Skype ID of your interviewer? Has he added your Skype ID yet? Have you added his Skype ID yet? If Webex interview, copy and paste information about Webex interview from the Mid-Client/End-Client or Marketing Manager’s email here!** |  |

**Companies on your resume synopsis**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of company | Group name | SDLC Methodology  e.g. Agile, Waterfall, RUP | Main Project name in 4 words (not more than 4 words) | Designation | Address, City, State. Cross Street! | TimeLine (e.g. March 2010 – June 2012, etc.) |
|  |  |  |  |  |  |  |
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**[Personal & academic information (as per the resume)]**

**[Do the following in reverse chronological order]**

|  |  |
| --- | --- |
| **Which year did you start working? (as per your resume)**: |  |
| **When did you come to this country? On what visa? To do what?** |  |
| **Where did you do your graduate studies from? (which college, which city, which state, which country)** |  |
| **What was your major in graduate program?** |  |
| **When (which year) did you finish your graduate (Masters)? (as per your resume)**? |  |
| **Where did you do your undergraduate (which college, which city, which state, which country)** |  |
| **What was your major in Undergraduate?** |  |
| **When (which year) did you finish your under-graduate (Bachelors)? (as per your resume)**? |  |
| **Which school did you attend from 1st to 12th? Which city, state, country?** |  |
| **Where did you grow up? Which City, Which country! What neighborhood? Which *gali*, which *mohalla*, which *colony*, which neighborhood?** |  |
| **Where were you born? (which city, which state, which country)?** |  |
| **When were you born? (as per your resume)** |  |
| **Are you married? How many years? Do you have kids? How many? Ages (this information is needed to bond with the interviewer )** |  |

**Information about the end client**

|  |  |
| --- | --- |
| **Question** | **Answer** |
| What is the end client name? |  |
| What do they do? Describe them in your own words! |  |
| What are its main products/services? |  |
| How much revenue do they have in 2012? |  |
| What is their profit in 2012? |  |
| Their HQs are where? |  |
| What group are you interviewing with? What does that group do? |  |