

Job Interview

Tell me about yourself

- Start with your name
- Give your place information
- Education in short
- Job experience if any
- Family details
- Example: My name is Viki I live in Mumbai. I have done B. E in electrical & MBA in HR. I have 2 years experience in HR & I live with my family in Mumbai

Why should I hire you

- Share your knowledge
- Work experiences
- Skills related to job
- Career goals
- Example: Sir/Mrs. as I'm a fresher. I have theoretical knowledge, but I can do hard work for my organization, and I will put all my efforts for the good progress of my organization being punctual and sincere. I can finish the work given to me on time and try to fulfill all the needs of the company from me



What are your strengths?

- Adaptation
- Flexibility
- Optimistic
- Fast decision making
- Self motivated
- Example: I am honest, self motivated and hard working person with positive attitude towards my career and life

What are your weaknesses?

- Straightforward
- Impatient
- Sensitive
- More talkative
- Trust people very quickly
- I can't say no when someone asks for help
- Take decision very quickly
- Get nervous when talks to strangers
- Example: I can't say NO when someone asks for help and I'm a bit lazy in which I'm not interested

Why do you want to do work with our company?

- Tell them what you like about the company
- Relate it to your long term career goals
- Example: Sir, It's 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 requirement where I can showcase my technical skills to contribute to the company growth

Why are you looking for a job change?

- Thanks explain what you learn from past job
- Share your reason for job change
- Relate to career goals
- Example: I am thankful to my previous organization, because I have learnt to a lot of things from there. According to me changes are necessary for everyone to enhance your skills. Knowledge and for personal growth and financial growth. Your organization is a good platform where I can learnt more

What are your career goals?

- Short term goal
- Long term goal
- Example: My short term goal is to get a job required company where I can utilize my skills and improve my career path. My long term goal is to be in respectable position in that organization

Finally, do you have questions to ask me?

- Express thanks
- Salary structure
- Job timing
- Job location
- Overtime allowance
- Timing period
- Transport facility
- Example: Thank you giving me this opportunity. Sir, I would like to know the job timing and transport facility and what will be the job location and salary scales for this job in your organization?

What are your salary requirements?

- **Never share** your salary requirement **as a fresher**
- Experience candidate can share their expected salary
- Always say yes as per the company norms for the job
- Example: **I am a fresher, salary is not first priority for me.**
This is a big platform to start my career and I also want to improve my knowledge and gain experience so I expect a considerable of salary according to my ability and your company's norms which will fulfill my economical needs

Questions and Answers

JOB INTERVIEW

Q : Why did you leave your previous job?

A : - I have learned a lot from my current role, but now I am looking for a new challenge, to broaden my horizons and to gain a new skill-set-all of which I see the potential for in this job

- I am looking forward to better opportunity to grow in job wise and financial wise. I want to learn more things, where I am working
- I am looking for a job where I can grow with the company
- I am looking for a job that suits my qualifications
- I was laid off/ made redundant, because the company relocated/ downsized/ needed to cut costs



Q : What are you currently doing?


A : - My work is important to me, so instead of rushing to accept the first thing that comes my way. I am taking my time and being selective to make sure my next role is the right one

- I am working for several freelance projects, while actively job seeking
- I am spending time being a stay at home mom and volunteering at my daughter's school
- I am taking some continuing education classes and seminars

Q : What do you find most rewarding about being in sales (marketing, HR and so on)

A : - I really enjoy making contacts, and spending time talking with people. The most rewarding part of being in sales, for me, is the time spent with customers, helping them make the right decision about a product

- I am a people person. I was always happiest and most satisfied when I was interacting with customers, making sure I was able to meet their needs and giving them the best possible customer experience
- I would like to stay in a field related to training no matter what happens I was too interested in business to work at a university, but I believe that teaching is somehow in my blood. I have been good at sales because I took the time to educate my clients. Now I look forward to training the new hires



Q : What are your strengths?

A : - I believe my strongest trait is my attention to detail. This trait has helped me tremendously in this field of work

- I have always been a great team player. I am good at keeping a team together and producing quality work in a team environment
- I am an adaptable person. I work for three different managers, they have very different management styles and expectations of me. I am able to adjust my approach to meet each of their needs

Q : What are your weaknesses?

- A : - I have never very comfortable with public-speaking-which as you know, can be a hindrance in the workplace. Realizing this was a problem, I asked my previous employer if I could enroll in a speech workshop. He said "yes". I took the class and was able to overcome my lifelong fear. Since then, I have given lots of presentations to audiences of over 100 high level executives. I still don't love it, but no one else can tell.
- I have had trouble in the past with planning and prioritization. However, I am now taking steps to correct this. I just started using a pocket planner
 - I might need to learn to be more flexible when things are not going according to plan. This is something I am working on at the moment

Q : Tell me about a difficult situation you have faced?

A : - In my last job I sometimes had to find answers to IT questions. I would often go on the Internet and look for blogs on the topic I needed to learn about. I enjoy learning new things, so research is actually one of my hobbies

- I have faced a number of difficult situations, but the one that comes to mind now is.. (describe the situation). I was able to deal with it by assessing the situation, determining the possible different approaches and deciding on the most effective one. I had to remain unemotional and objective and focused on a solution. I am perfectionist and I may be too hard on myself or my co-workers sometimes



Q : Why should **we hire you**?

A : - **I am a fast learner**, I had to learn a totally new operating system in my last job and I was up and running within a couple of weeks

- You require someone who can perform a wide range of administrative duties. **I have a track record of carrying out these different tasks efficiently and successfully**
- **I have the right combination of skills and experience for this job**. I also bring the additional quality of strong analytical and problem solving ability as shown by my introduction of a more efficient work flow system at ABC Company