



## Why are you looking for job change?

- Thanks to previous organization
- Share your reason for job change
- Relate to career goals

### Example

I am thankful to my previous organization, because I have learnt a lot of things from there. According to me changes are necessary for everyone to enhance your skills. Knowledge & personal growth & financial growth. Your organization is a good platform where I can learn more.



#### Don't

- Don't say anything negative about your employer, boss, coworkers, or clients.



#### Do

- Talk about looking for a new challenge in your career, learning a new industry or focus area.



## Why do you want to work with our company?

- **Tell them what you like about the company**
- **Find out what you know about the company, industry, position**
- **Relate it to your long term career goals**

### Example

I would be proud to work for a company with such a long history of leadership in the industry. When I read about your company I found that my skills are matching with your requirements where I can showcase my technical skills to contribute to the company growth.



#### Don't

- Don't show that you're only interested in this job because it's available



#### Do

- Before going to the interview read something about the company, their achievements and little bit of common information like when was it started, Headoffice, Founder etc...



# Why should I hire you?

- **Share your knowledge**
- **Work experience (if any)**
- **Skills related to the job**
- **Career goals**

## Example

Sir, I have a strong work ethic, I am fast learner and very enthusiastic about this company and the job. I believe that my motivation and commitment will ensure that I quickly become productive and valued member of your team.



### Don't

- Because I am the best candidate.
- You will regret if you don't hire me



### Do

- Share your track record
- Be confident
- Share your interest about the job you are applying



# What are your career goals?

- **Short Term Goal**
- **Long Term Goal**

## Example

My short term goal is to get a job in required company where I can utilize my skills & improve my career path.

My long term goal is to be in respectable position in that organization.



### Don't

- My goal is to buy an Audi or a house.
- I want to get married in 2020.



### Do

- Talk about desire to learn more and improve your performance.
- Be specific as possible about how will you meet th goals you have set for yourself.





# What are your weaknesses?

- **Straightforward**
- **Sensitive**
- **Impatient**
- **Talkative**
- **I can't say no when someone asks for help**

## Example

I can't say No when someone asks for help, & I am bit lazy in which I'm not interested however I am learning to say NO.



### Don't

- I don't have any weakness.
- Don't share weaknesses related to the job at hand



### Do

- Take a weakness and put positive spin on it.
- Always describe a genuine weakness and what are you doing to improve on it.



# What are your strengths?

- Adaption
- Hard Working
- Flexibility
- Optimistic
- Cooperative
- Fast decision making
- Self motivated
- Energetic
- Honesty
- Punctuality

## Example

I am punctual, self motivated & hard working person towards my career and life.



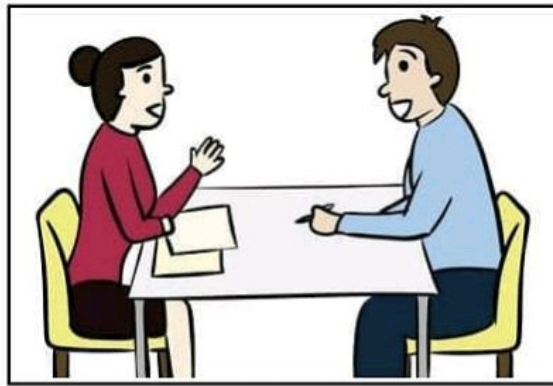
### Don't

- "Don't be humble. This is your chance to brag and "sell yourself."
- Don't offer strengths that are irrelevant.



### Do

- Talk about strengths that align with the role that you're applying for.
- Come up with specific examples demonstrating those strengths.



# Tell me about yourself

- **Start with your name**
- **Give your place information**
- **Education in short**
- **Job experience if any**
- **Tell why are you qualified for the job**

## Example

Hi, my name is Abhi and I live in Ranchi. As far as my educational qualification is concerned that I have done graduation in English Honors and I have 2 years of experience in teaching. I am really energetic and great communicator.



**Don't**

"I was born in.... I like walks on the beach..."



**Do**

In 2 minutes or less tell, why are you qualified.