**DAY 10 - Situational & Behavioural-Based HR Questions**

**Name:**

**Batch:**

| **Startup vs Conventional Business** |
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| Calling a small business a “startup” is a mistake most people have made. In fact, for a company to be called a startup, have to meet certain criteria.  A **startup** is a recently established company in the technology or innovation sector, aiming to create a unique product or service and bring it to market. They prioritize rapid growth and scalability, often seeking external funding from venture capitalists or angel investors.  **Conventional businesses** are established companies with a proven business model, focusing on long-term sustainability and incremental growth. They have a stable customer base, and consistent revenue streams, and operate in mature industries.  Startups offer **rapid career growth, a creative environment, and financial benefits through stock options or equity**. However, they also have high risks, an intense workload, and limited resources. Traditional businesses can range from small local shops to large corporations and offer **job stability, defined career paths, and comprehensive benefits**. However, they may have slower career growth due to hierarchical structures, less innovation, and more bureaucracy. They may also be less innovative and focus on maintaining existing processes, which may be less stimulating for creative employees. The choice between these options depends on individual needs and preferences.  [Read this article to know more.](https://medium.com/swlh/what-exactly-is-a-startup-5ba629d7a0f7) |
| Difference Between CTC and In-Hand Salary  There is a misconception that the CTC that is offered by the organization is the same as the in-hand salary. However, they are comparatively different.There are several deductions from your CTC, which end up with a big difference and come to your hand as the final take-home salary.  **CTC-Cost to the Company**  CTC full form stands for Cost to the Company. It is the amount of money spent by the employer to hire a new employee. It consists of many components that are added to the basic pay, such as [HRA](https://groww.in/p/tax/hra-house-rent-allowance), medical insurance, provident fund, and so forth.Meal vouchers, taxi services, subsidized loans, and other benefits may be included.All of these components add up to the total cost to the firm. Essentially, CTC is the cost incurred by the company in acquiring and retaining an employee in the firm.  **In-Hand Salary or Take Home**  Take-home pay, also known as in-hand salaries, is the amount received by an employee after taxes and other deductions are made.The distinction between gross and net pay is that the take-home pay is the compensation after income tax, professional tax, and other business policy deductions have been subtracted from the gross salary.  [Read this article to know more](https://groww.in/blog/how-to-calculate-in-hand-salary-from-ctc)  **EPF- The Employees’ Provident Fund**  The Employees’ Provident Fund or EPF is a popular savings scheme that has been introduced by the EPFO under the supervision of the Government of India. The fund aims to facilitate a habit of savings among salaried employees and build a substantial retirement fund. The accrued interest on the EPF is tax-free and can be withdrawn without paying for the same. Employees avail of a lump-sum amount on their retirement, which is inclusive of the accrued interest.In the case of a deceased employee, the dependents enjoy the scheme's benefits.  [Read this article to know more](https://groww.in/p/savings-schemes/employees-provident-fund-epf)  **Situational & Behavioural HR Questions** |
| A *behavioral interview* is a technique used by many hiring managers to help evaluate a candidate's future performance. This involves asking questions about the candidate's behavior in past situations that are similar to the ones required in the role you're trying to fill. These questions may be used to assess the applicant in relation to the knowledge, ability, skill and other important competencies relevant to the job.  *Situational interview questions* give insight into how you would handle a challenging situation you could face while on the job. These hypothetical situations demonstrate your thought process.  It's the chance to show the hiring manager your skills in (hypothetical) action. Hiring managers want to see your future-minded leadership and how you'd adapt in the face of adversity.  It's also a great opportunity to show off your soft skills. Throwing in things like your problem-solving skills or critical thinking abilities also gives insight into your character. Do you remain cool under pressure, or lash out at coworkers easily?  **1. Important Phrases for Online Interviews**  Conducting yourself professionally and effectively during an online interview is crucial. Here are some useful phrases that you can use during different stages of an online interview:   * **Introduction:**   + "Hello [Interviewer's Name], it's a pleasure to virtually meet you."   + "Thank you for having me today. I'm excited about the opportunity to interview for [position]." * **Expressing Enthusiasm**:   + "I am very enthusiastic about the possibility of joining [Company Name]."   + "I have been following the company closely, and I am impressed by [specific aspects of the company]." * **Brief Self-Introduction**:   + "To provide a bit more background about myself..."   + "In my current/previous role, I have been responsible for..." * **Responding to Behavioral Questions**:   + "In a similar situation in the past, I..."   + "One example that comes to mind is when I faced [challenge] and addressed it by..." * **Highlighting Achievements**:   + "I am particularly proud of my accomplishments in [specific area], where I was able to achieve [result]."   + "I have a track record of [specific achievement], as evidenced by [example]." * **Expressing Flexibility and Adaptability**:   + "I am adaptable and comfortable with embracing change, as demonstrated in my experience at [previous company]."   + "I believe my diverse background has equipped me to handle various challenges with flexibility." * **Asking Questions**:   + "I've done some research on [specific aspects of the company], but I would love to hear more about how it functions within the team."   + "Can you provide more insight into the company culture and how teams collaborate?" * **Closing the Interview**:   + "I appreciate the opportunity to interview with [Company Name]."   + "Thank you for considering my application. I look forward to the possibility of contributing to [Company Name]." * **Inquiring About Next Steps**:   + "What is the timeline for the next steps in the hiring process?"   + "May I ask when you expect to make a decision regarding this position?" * **Expressing Gratitude:**   + "Thank you for your time and consideration today."   + "I appreciate the opportunity to discuss how my skills align with the needs of [Company Name]."   **2. How to make polite requests.**  **Here are some examples of polite requests:**   * **Requesting Information:**   + "Could you please provide more details about the upcoming meeting agenda?"   + "I was wondering if you could share some insights on the project timeline." * **Asking for Assistance:**   + "Would you mind helping me with the technical aspects of this report?"   + "Could you please assist me in setting up the presentation for tomorrow?" * **Seeking Feedback:**   + "I would appreciate it if you could share your feedback on the latest draft."   + "Could you please let me know your thoughts on how we can improve this process?" * **Requesting a Favour**:   + "If it's convenient for you, could you lend me a hand with moving some furniture this weekend?"   + "I was wondering if you might be able to cover for me during the morning meeting tomorrow." * **Asking for Time**:   + "Could I have a moment of your time to discuss a few ideas I have?"   + "I was hoping to schedule a brief meeting with you to go over the project updates." * **Requesting Permission:**   + "May I please have your permission to extend the deadline by a day?"   + "I would like to request your approval to implement the proposed changes." * **Asking for Flexibility:**   + "If it's not too much trouble, could we possibly reschedule our meeting for later in the day?"   + "Would it be possible to adjust the deadline given the unforeseen circumstances?" * **Requesting Consideration:**   + "I understand your busy schedule, but could you consider reviewing the document by the end of the week?"   + "If you find a moment, would you be able to share your thoughts on the budget proposal?" * **Asking for Clarification**:   + "Could you please clarify the expectations for the next phase of the project?"   + "I'm a bit unclear about the instructions; would you mind providing some additional guidance?" * **Requesting Participation:**   + "If it's convenient for you, we would be honored if you could attend our team meeting next week."   + "I was wondering if you might consider participating in the upcoming workshop as a guest speaker."   **BEHAVIOURAL QUESTIONS**   * Tell me about a time you needed to get information from someone who wasn’t very responsive. What did you do? * Tell me about a time you failed. How did you deal with the situation? * Give me an example of a time you managed numerous responsibilities. How did you handle that? * Give me an example of a time when you were able to successfully persuade someone to see things your way at work. * Tell me about your proudest professional accomplishment/ Elaborate on the proudest moment in your professional career and why it is important to you? * What are the three things that are most important to you in a job? * Tell me about a time when you worked under pressure? * Can you describe a time when you had to resolve a conflict within your team? What was the situation, and how did you handle it?" * Describe a time when you had to meet a tight deadline. How did you prioritise tasks and ensure the deadline was met? * Describe a project where you faced unexpected challenges. How did you adapt to the situation, and what were the results? * Share an experience where you had to lead a team or take on a leadership role. How did you motivate your team and achieve the desired outcome? * Can you share an example of a time when you had to adapt to a new technology or software tool quickly? How did you become proficient, and what impact did it have on your work? * Describe an example of how you motivate and encourage coworkers, teammates or employees? * Share how you stay motivated when doing repetitive tasks at work? * Has there ever been a time you felt dissatisfied with your work and how did you handle that?   **SITUATIONAL BASED QUESTIONS**   * You are assigned a task you don't know how to complete, what do you do? * What would you do if you disagreed with your boss? * How would you handle an aggressive customer or client? * How would you handle criticism from a supervisor? * A work colleague is not doing his job properly. What do you do? * It's late on a Friday afternoon and nearly time to go home. The company website crashes. What would you do? * What would you do if you had to collaborate on a project with a colleague with whom you disagreed? * What would you do if your boss asked you to complete a task you had not done before? * Your manager asks you to do something that is against organization policy. What would you do? * If you complete a project successfully. but your colleague tries to take credit without contributing anything, what would you do?   **Task 1**  Videos and materials related to how to perform during an Interview have been provided. Go through it and update your profile.  PAGES   1. <https://engineering-jobs.theiet.org/article/how-to-answer-the-tell-me-how-you-handled-a-difficult-situation-interview-question-> 2. <https://business.linkedin.com/talent-solutions/resources/interviewing-talent/behavioral-interview-questions-important-soft-skills>   VIDEOS   1. <https://youtu.be/2uM7gYuOvr4?si=WG6XRQbQP1CvveBj> 2. <https://youtu.be/uQEuo7woEEk?si=I9e-Z9j7dX_lVXoX> 3. <https://youtu.be/0_cSRxJcOYA?si=j3FjjuDaKhOUf3RL> |
| **Write the answer to the following questions :**   1. *Tell me about a time when you were asked to do something you had never done before. How did you react? What did you learn?* 2. *Tell me about the last time something significant didn’t go according to plan at work. What was your role? What was the outcome?* 3. *Describe a time when you felt stressed or overwhelmed. How did you handle it?* |
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