1. **Useful Phrases for the Interview**

#### 1.0 Greating

* How is your trip?
* How are you?
* How's everything going?
* Good morning/afternoon/evening

#### 1.1 How to express lack of understanding

Note: 100% not understanding (negative)

* I beg your pardon?
* I beg your pardon, but I don't quite understand.
* I'm not quite sure I know what you mean.
* I'm not quite sure I follow you.
* I don't quite see what you mean.
* I'm not sure I got your point.
* Sorry, I didn't quite hear what you said.
* Sorry, I didn't get your point.
* I don't quite see what you're getting at.

**1.2 How do you ask for clarification**

When you don't understand what someone has said, you can ask for clarification using the following expressions:

Note: understand a little . The one with (+) is more positive and should be used

* What do you mean by...? (+)
* Do you mean...? (+)
* Could you say that again, please?
* Could you repeat please?
* Could you clarify that, please?
* Would you elaborate on ….. , please? (+)
* Could you be more explicit?
* Could you explain what you mean by...? (+)
* Could you give us an example?
* I wonder if you could say that in a different way.
* Could you put it differently, please?
* Could you be more specific, please?

#### 1.3 Clarifying one's point or idea

To clarify your idea you can use the following expressions:

* Let me explain that...
* Let me explain that in more detail...
* Let me put it in another way...
* Sorry let me explain...
* In other words...
* To say this differently...
* To put it differently...

**1.4 Requesting Information**

* I'd like you to tell me....
* Would you mind telling me more about...
* I wonder if you could know about...
  1. **Correcting Information**

The ones with (-) should be used with careful

* Sorry, that's not quite right. (-)
* I'm afraid you don't understand what I'm saying. (-)
* That's not quite what I had in mind.
* That's not what I meant.

**1.6 Delaying Your Answer**

When you have a difficult question, use these to have more time to think , say these when you are finding the answer → say all of the words as ONE word “uhm” → memorize all of them!

* Well, let me see...
* Let me think for a moment, please...
* That is a very interesting question...

**1.7 Giving Your Opinion Neutrally**

* I think...
* I feel that...
* In my opinion...
* As far as I'm concerned...
* As far as I'm concerned...
* As I see it...
* In my view
* I tend to think that...
* From my point of view...

**1.8 Expressing Uncertainty**

* I definitely doubt if that ...
* I am not sure that ...
* I am not certain that ...
* I am not certain that ...
* As far as I know ...
* It is very doubtful whether …

**1.9a Neutral agreeing**

* I think you're right.
* I agree with you.
* Strong agreement

**1.9b Strong agreement**

* I couldn't agree with you more.
* You're absolutely right.
* I agree entirely.
* I totally agree.
* That is exactly what I think.

**1.9c Partly agreeing = formal disagreeing :**

* I agree with you up to a point, but...
* That's quite true, but...
* That's quite true, but...
* I agree with you in principle, but...
* Most probably it may be so.
* That may be true, but ...

**2. Questions in an IT interview**

**2.1 Questions about company and your technical skills**

1. What are your technical certifications?
2. What interests you about this position?
3. What do you do to maintain your technical certifications?
4. What automated-build tools or processes have you used?
5. What development tools have you used?
6. What languages have you programmed in?
7. What source control tools have you used?
8. What technical websites do you follow?
9. Describe a time when you were able to improve upon the design that was originally suggested.
10. Describe the most innovative change that you have initiated and what you did to implement this change.
11. Given this problem (*problem is based upon job requirements*), what solution would you provide. Explain your thought process.
12. How do you handle multiple deadlines?
13. How do you keep current on this industry?
14. How do you troubleshoot IT issues?
15. Tell me about the most recent project you worked on. What were your responsibilities?
16. Tell me about the project you are most proud of, and what your contribution was.
17. Give an example of where you have applied your technical knowledge in a practical way.
18. What is the biggest IT challenge you have faced and how did you handle it?
19. You are working at a client site and the CTO of the client company has asked if she can see you. The CTO wants to know how much it would cost to bring in five more people on your team. She gives you very vague requirements of the job she is looking for you to do. What would you do?
20. You have been asked to research a new business tool. You have come across two solutions. One is an on-premises solution, the other is cloud-based. Assuming they are functionally equivalent, why would you recommend one over the other?
21. You have submitted a piece of code that has broken the client's website in production. You have found this bug while you were testing, and nobody else knows about it. What is your next move?
22. You have learned that a business unit is managing a major component of the business using Excel spreadsheets and Access databases. What risks does this present, and what would you recommend be done to mitigate those risks?
23. What is a transient variable?
24. What is the difference between Abstract class and Interface?
25. What is the difference between string and string buffer?
26. Is null a keyword?
27. What is the difference between multi-threading and multi-processing?
28. What is the difference between equals() method and ==?
29. What is JVM?
30. What are class variables and instance variables?
31. What is synchronization and why is it important?
32. How can you force garbage collection?
33. What’s the difference between constructors and other methods?
34. Explain the usage of Java packages

**2.2 Non-Technical questions:**

1. Do you prefer to manage people or ideas?
2. Describe the skills you have that qualify you for this job.
3. Describe your production deployment process.
4. From the description of this position what do you think you will be doing on a day-to-day basis?
5. Have you worked with software vendors? How do you handle vendor relations?
6. How important is it to work directly with your business users?
7. How would you rate your key competencies for this job?
8. If hired, is there anything you would change about this IT team?
9. What challenges do you think you might expect in this job if you were hired?
10. What companies do you see as the biggest competitors to this company?
11. Do you get along well with your colleague?

**3. Essential criteria to evaluate an interviewee:**

**3.1 Thinking Skills**

* creative thinking (creates new ideas)
* decision making (chooses best alternative, based on facts)
* problem solving (recognizes problem; creates and completes a
* plan of action)
* reasoning (uses logic to draw conclusions)
* knowing how to learn (uses efficient learning techniques)
* seeing things in the mind's eye (understands charts, symbols,
* pictures, etc.)

**3.2 Personal Qualities**

* responsibility (works hard to attain a goal)
* self esteem (believes in own self-worth) –> eye contact \*\*\*
* sociability (gets along well with people)
* self-management (self-planning and control)
* integrity and honesty (chooses the right thing to do)

**3.3 Information Uses skills**

* acquires and evaluates information (understand)
* organizes and maintains information (process)
* analyzes and communicates information (response)   
  Main idea--> supporting ideas.

**3.4 English**

* Pronunciation: clear, understandable, a little emotional (if possible)
* Vocabulary: efficient and accurate for communication about the topic
* Grammar: clean and correct grammar
* Fluency: relatively stable speed of speaking

**3.5 Non-verbal language:** good but do not overuse it → distract the listener  
  
  
  
  
  
Please add more.... thanks!