**Greet with confidence and smile.**

Hi, I’m doing great. I’m feeling little nervous though but I’m excited to be here. Thank you for asking!

**Research about the company**

**Make a list of your achievements and challenges.**

**Achievements like…**

Awards

Promotions/Bonus

Certification courses

Ideas or innovations introduced.

Special projects

**Challenges like…**

Meeting deadlines

Conflict with coworkers

Handling differences in opinion

Difficult clients

Gap in employment

Shift in career

Situation 🡪 Action 🡪 Result

**Practice and rehearse your sample answers.**

**List of 20 most asked questions to prepare:**

1. Tell me about yourself!
2. What are your strengths and weaknesses.
3. What do you like to do outside of your work?
4. How do you handle difficult situations?
5. Do you like working alone or in a team?
6. Why did you leave your previous job?
7. Why should we hire you?
8. What do you know about this company?
9. Have you applied anywhere else?
10. Where do you see yourself in 5 years?
11. What are your salary expectations?
12. Describe your ability to work under pressure?
13. What is the most challenging thing about working with you?
14. Talk about your achievements.
15. How do you handle conflict?
16. What was your biggest challenge with your previous boss?
17. Why do you want to work with us?
18. Why do you think you deserve this job?
19. What motivates you?
20. Do you have any question for us?