Resume Based Questions - Workbook

Activity 1

Match the transferable skills to the examples of professional behaviour

|  |  |  |
| --- | --- | --- |
| No. | Transferable skills | Professional behaviour |
| 1 | Analytical skills | a.  I have a justified belief in my ability to do the job.  I am able to express my opinion or provide advice when necessary.  I am good at making decisions. |
| 2 | Creativity | b.  I actively seek feedback on my performance and carefully consider feedback.  I demonstrate an interest in and understanding of my own and other cultures.  I understand my own strengths and limitations. |
| 3 | Self- confidence | c.  I am good at getting a good deal.  I am good at developing and managing relationships with others.  I am able to persuade, convince and gain support from others. |
| 4 | Communication skills | d.  I am able to formulate new ideas to solve problems.  I am able to think ahead to spot or create opportunities.  I set aside thinking time to come up with alternative ways of getting things done more effectively. |
| 5 | Independence | e.  I can work with sustained energy and determination on my own.  I can find ways to overcome obstacles to set myself achievable goals.  I strive towards my own targets and refuse to settle for second best. |
| 6 | Interpersonal skills | f.  I am good at data analysis.  I am excellent at interpreting data to see cause and effect and am able to use this information to make effective decisions. |
| 7 | Negotiation skills | g.  I am able to express myself effectively.  I am able to make my opinions totally clear and am rarely misunderstood.  I produce clear, well written reports than can be easily understood. |
| 8 | Self-awareness | h.  I am good at working cooperatively.  I am good at working and communicating within a team to achieve shared goals.  I am a good listener. |

Activity 2

A very effective tactic when selling something is to promote its benefits as well as its features. Very simply, features are what something has; benefits are what those features do for you.

For example, if you’re selling your dog, one of the features you might mention is its small size.

If you focus only on the feature, you’ll say, “This dog weighs 8 pounds and is quite small.”

But if you promote that feature with its benefit, you could say, “This dog is small. At only 8 pounds, he’s perfectly sized for curling up on your lap, riding around in your backpack, or wearing the sweaters your baby has outgrown. He won’t knock you down or drag you along when you go for a walk. Best of all, he doesn’t eat — or poop — large amounts!”

Now look at yourself and your strengths and turn these into benefits for the organisation. One has been done for you, Identify 4 of your strengths/features and support it

|  |  |
| --- | --- |
| Feature | Benefits |
| Excellent Communicator | I will easily be able to give you the  information you need, whether in verbal or written form |
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**Exercise 3**

**Activity cum worksheet II: Mock Interview – HR Round**

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| --- | --- |
| You have a job interview for a S/W programmer position | |
| Interviewer: | Tell me about yourself |
| You: |  |
| Comment: | This question is meant as an introduction. Do not focus too specifically on any one area. The above question will often be used to help the interviewer choose what he/she would like to ask next. While it is important to give an overall impression of who you are, make sure to concentrate on work related experience. Work related experience should always be the central focus of any interview . |
| Interviewer: | **What type of position are you looking for?** |
| You:: |  |
| Comment: | You should be willing to take an entry level position in a company as most of these companies expect freshers to begin with such a position. |
|  | What do you know about this company ? |
| You: |  |
| Comment: | * You have to go to the website and look for the details like company, products, services, year of starting the company, their annual reports,agenda. * How many workers are working in that company, volume of the business, future plans and other specific details . |
| Interviewer: | So why did you decide to apply for this job ? |
| You:: |  |
| Comment: | This is to know how much you have researched about the projects dealt and how confident you are about doing justice to the position applied. |
| Interviewer: | What is your greatest strength? |
| You:: |  |
| Comment: | This is not the time to be modest! Be confident and always give examples. Examples show that you are not only repeating words you have learned, but actually do possess that strength. |
| Interviewer: | What is your greatest weakness? |
| You:: |  |
| Comment: | This is a difficult question. You need to mention a weakness that is actually a strength. Make sure that you always mention how you try to improve the weakness. |
| Interviewer: | Why do you want to work for us?/Why do you want to join our company? |
| You: |  |
| Comment: | Prepare yourself for this question by being informed about the company. The more detail you can give, the better you show the interviewer that you understand the company. |
| Interviewer: | When can you begin? |
| You: |  |
| Comment: | Show your willingness to work! |
| Interviewer: | **What difference will you make to the company?** |
| You: |  |
| Comment: | Emphasise on your skills that would be an added advantage to the company |
| Interviewer: | **What is the difference between confidence and over confidence?** |
| You: |  |
| Interviewer: | How do you measure success? |
| You: |  |
| Comment: | **This is a question aimed at judging your logical thinking.** |
| Interviewer | Why should we hire you? |
| You: |  |
| Comment: | Remember the 'WIIFM' (What's in it for me) rule? Focus on what the company is looking for and state specific skills that you have. This is your chance to sell yourself, so don't try to be modest. |
| Interviewer: | Tell me a bit about your responsibilities as a team lead. |
| You: |  |
| Comment: |  |
| Interviewer: | **What do you expect from the company?** |
| You: |  |
| Comments: | Time to tell that you expect opportunities to update your skills that help you contribute to the company's success as well as your expectations to take up new roles. |
| Interviewer: | This job involves working under pressure and tight deadlines. How would you cope with that? |
| You: |  |
| Comment: | Let them know your capability to work under pressure. Support your answer with an example/experience |
| Interviewer: | **What would you do to increase the productivity of the team?** |
| You: |  |
| Comment: | Let them know that you understand the reasons that affect the productivity . |
| Interviewer: | **If you take this job, how long would you stay ?** |
| You: |  |
| Comment: | * You set high standards for yourself and meet them. * Your outcomes are a success and tell them about your plan to stay in that company. |
| Interviewer: | Don’t you think you may be too old/ young/inexperienced ? |
| You: |  |
| Comment: | Admit that you have no experience. However explain your academic strength. |
| Interviewer: | What kind of job are you looking for? |
| You: |  |
| Comment: | The best is to say something general.   * A job where I love to work, like the people, can contribute more to the company. * A job which is challenging, a job which gives me opportunities to prove my knowledge and skills |
| Interviewer: | What are your aspirations? |
| You: |  |
| Comments: | Let the interviewer know your aspirations just in case, the Co. could help you achieve the same.   * To continuously learn, work smart and acquire the knowledge in the related field. * To be unique in decision making skills in the future |