

Malnad College of Engineering

Department of Training and Placement

This material shall only be used as guide in interview process and may not be applicable in real life situation.

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Interview Practice

Practicing for the interview means practicing several behaviors – not just answering questions. You must dress well, watch your body language and posture, and practice your manners and eye contact as well as practice answering questions correctly, smoothly, and with confidence. The practice questions below, in one form or another, account for a large percentage of interview questions. With each question, you are given a series of choices as to how you might answer the question. When you select an answer, you will learn whether your answer is correct-and why. Answering these questions will help you polish your interviewing techniques. The questions and answers in this exercise are generic and, in many cases, must be tailored to your individual situation. Still, the logic behind the answer remains essentially the same.

Why are you the best person for the job?

I've held a lot of positions like this one, and that experience will help me here." "Because I am good at what I do."

"Our discussion here leads me to believe this is a good place to work."

"You need someone who can produce results, and my background and experience are proof of my ability. For example..."

If asked a point blank question such as: Are you creative? Are you analytical? Can you work under pressure? etc. What is the best way to answer?

Answer yes or no.

Answer yes and give a specific example.

Answer no and give an explanation.

Tell me about yourself.

1. Outline personal data, hobbies, and interests.

2. Give an overview of your personality and work habits.
3. Give three specific examples of your personality traits and accomplishments.

What was your CGPA? Why is it low?

1. My CGPA is ----- . Basically because I had a lot of fun in college.
2. My GPA is ----- because I held a full time job while in college, working my way through school. It is not reflective of my ability to do the job.
3. My GPA is ----- which I don't think is too low, at least compared to my friends.

What are you looking for in a position?

- 1."I'm looking for an opportunity to apply my skills and contribute to the growth of the company while helping create some advancement opportunities for myself."
- 2."I'm looking for an organization that will appreciate my contributions and reward my efforts."
- 3."I'm looking for a position that will allow me to make enough money to support my lifestyle. I am a hard worker and will give a concerted effort to earn the money I need."

What do you know about our organization?

- 1."I've done a little homework and here is what I know about your organization...(cite examples)"
- 2."Everything I've seen and heard makes me want to be a part of this organization. I understand your industry is _____ and your primary customer is _____. A particularly exciting part of your business appears to be _____."
- 3."I know enough to know this is an exciting place to work. It appears to be fit for my career goals."

What is your weakness?

1. I get really frustrated with my co-workers when they whine about everything.
2. I don't "toot my own horn". I like to go in and get the job done and I don't dwell on who gets credit.
3. I don't think I have a weakness.

How would you characterize your work style?

1. I am a very driven person. I make a list of what needs to be done and then tackle the items until I've completed the job.
2. I show up whenever I'm scheduled to work.
3. I haven't held a job yet so I don't know what my work style will be.

What are your strengths?

1. "I am good at giving constructive criticism to my coworkers. This honesty is something I'm very proud of and have found essential to having open working relationships."
2. "I consider myself to be very consistent. I have proven myself to be someone who can be counted upon to do what is expected."
3. "I would have to choose between two skills. I am very proud of my determination and ability to get things done. At the same time, I am very proud of my analytical abilities and problem solving skills. These skills combine to give me a unique ability to solve problems and then implement the solutions."

How would co-workers describe you?

1. "They perceive me as a leader. The people who have worked with me learned great deal and accomplished in many cases more than they thought possible."
2. "My employees would tell you they got direction when they needed and the room to work when it was appropriate. I believe a measure of a good manager is how much he is able to get done through others."
3. "They perceive me as someone who cared about them personally and had high expectations. I get a great deal of satisfaction from helping others do their best. My former employees would highlight three of my priorities which are to build loyalty and a team environment, obtain results and develop people."

What did you like and dislike about college?

1. I didn't like the tremendous amount of homework some professors assigned us. I liked those professors who realized, I had a life outside of class.
2. I liked the opportunity to be involved on campus. It was a small campus that allowed students to take responsibility, organize events and be a part of the planning team. I can't really think of anything I disliked, college was a wonderful experience.
3. I liked having Wednesdays off. I think the thing I disliked most was living in the dorms.

Are you willing to relocate?

1. No.
2. I'm open to opportunities within the company so if that involves relocation I would consider it.
3. I'd move, but I know your headquarters is in _____ and that's too cold for me.

What are your short term goals?

1. "Short term, I just want a job."
2. "Bills are beginning to pile up. In the short run I need to find work so I can keep up with my obligations."
3. "Short-term, I'd like to find a position that is a good fit and where I can contribute to a company's bottom line. The position we are here to discuss today would appear to be such an opportunity. Could you tell me more about it?"

Where do you want to be in 5 years?

1. I haven't really thought that far ahead but I think I'd want your job.
2. "If selected I would hope to meet my goals and take advantage of opportunities to learn so I will be considered for other positions within the company. I hope to build my career with a company such as this one."
3. "Long term, I hope to start my own business."

Before we go any further, what kind of money do you need to make?

1. I feel I am worth at least ₹3.5LPA."
2. "My salary requirements are negotiable. Your firm has a reputation of compensating employees fairly and I trust you would do the same in my case. I am very interested in finding the right opportunity and will be open to any fair offer when I do so."
3. "Money is not very important to me. I need to be able to pay the bills but the work environment is far more important to me."

Face to Face Interview Preparation

So you have a job interview, NOW WHAT?

Here are some pointers to keep in mind when going in for the interview.

Prepare - Do not go in attempting to "wing" it. Keep in mind there are lots of competitors for the job, and you will only have this opportunity to impress the hiring authority. Research and know the company, their history, products, services and reputation.

Prepare answers to questions that will likely come up, like "What is your biggest weakness?" "What is your greatest failure?" "Describe your best and worse boss?" "Tell me something about yourself?" "Why did you leave your last job?" "How can you contribute to this company in this job?"

There will likely be a longer list of questions, each a potential landmine that can eliminate you from the competition. Keep your answers short and to the point. Do not ramble. Always be honest and avoid negative statements. Wear your best suit - The first impressions of a candidate are lasting. It is better to be over-dressed than under-dressed. Your appearance will demonstrate that you are taking the initiative. Go out of your way to make a good impression. Even if you never wear a suit to work, even if it is a production job, the interviewer will be pleased by your effort to impress.

Be on time - It is better for you to be early and wait for your appointment time than to keep the interviewer waiting and wondering. If you miss your appointment time you may not get another. If a problem or emergency arises, and they do, call immediately and explain and offer to come in at another time, whenever is convenient for the interviewer.

Body language - Sit up, look attentive, do not cross your arms or legs make eye contact. Interviewers rely on body language to determine your level of interest.

Present a positive attitude - Companies seek pleasant and positive people.

Bring extra copies of your resume - You may interview with a team of people, do not make them share one resume.

Avoid smoking and drinking alcohol before and during an interview. If going to lunch with an interviewer, decline alcoholic beverages even if the interviewer orders a cocktail with their meal. If you are a smoker, abstain before and during the interview. Smoking can offend many people, even smoking before an interview can leave an odor which may be offensive to the interviewer.

Do not lead with money or benefit questions in the initial interview - If your main motivation is money it will probably turn off most hiring authorities. Convince them you can do the job and want the job before discussing money and benefits. Money, benefits and vacation will come up and can be discussed should the company wish to make you an offer.

Sell yourself - If you don't no one else will. Use facts and figures to quantify your experience and ability. Tell them the things that will benefit the company if they hire you.

Show interest in the job - If you act cool they may not realize that you want the job. Companies want someone who is interested and enthusiastic about the job and the company. Don't make the hiring authority guess if you want the job.

Do not close any doors - No matter what you see or hear during the interview don't overreact. Obstacles may come up regarding money, relocation or other issues that can be resolved later if you leave the issue open.

Getting an offer - If an offer is made to you during an interview never, reject it outright. Ask for time to think it over to consider money and the specific details of the offer. Always respond positively. If you let them know you want the job it will be a lot easier to negotiate items like salary later.

When the Interview is over - Ask if there are any reservations about your ability to do the job. Deal with these now. Ask what the next step in the interview process is. If you like the job and want an offer now is the time to tell them. Do not assume they will know if you want the job or not.

Follow-up - Be sure to send a note letting them know you appreciate the opportunity to interview and reiterating your interest in the position. Keep the note brief, and to the point.

Interview -tips

- 1) You should do some rough work immediately adjacent to the problem (Aptitude)
- 2) You should write the explanatory notes adjacent to the C program.

Q1) TELL ABOUT YOUR WORK (means project work)

Q2) TELL ME ABOUT YOURSELF

Ans: Sir, I came from a family which gives higher priority to education. We are two. Because of my parents active guidance we are pursuing higher studies. I sister studied M.Sc. and she got married. I studied B.Tech in MCE 10th in- - - - PU in - - - -

Q3) WHY YOU ARE COMING TO SOFT WARE?

ANS: Well sir, what I have learned all these days definitely increased my technical skills. But at the same time also increased my ANALYTICAL, PROUBLE SHOOTING& PROBLEM SOLVING skills. Whatever may be the technical background, above skills are necessary for S-W. Rapid growth, frequent updating & Attractive compensation pay packages.

Q5) WHERE DO YOU LIKE TO SEE AFTER 5 YEARS?

ANS: Sir One year from now I would like to become a good software expert. Two years from now I would like to become a person who handles team work (i.e. project leader) Five years from now I have to handle more than one project at a time.

Q6) WHY THIS COLLEGE?

ANS: Sir, from the very first beginning I have had special carving (interest) to pursue (get) my higher studies from any reputed institution. I hope I have succeeded.

Q7) YOUR +ve POINTS

ANS: I am a team person (you should mention as captain of cricket) I can handle problems as they came

Q8) YOUR –ve POINTS

ANS: Sir I am a bit over confident (or emotional) and I believe people in first incident.

Q9) IF YOU CAN'T SELECTED TO THIS JOB, WHAT CAN YOU DO?

ANS: Sir I am confident that I should definitely get job in your organization. In that worst case will happened I will try to rectify my errors and once again I will try for your organization. Even then if I failed, I will search for another organization which is suitable for my potential.