

# **Naresh / Technologies, Hyderabad, 04023746666**

## **1. Can you please tell me about yourself?**

The most often asked question in interviews. Although this question is quite broad, keep your answer focused and relevant to the job you're applying for.

You need to have a short statement prepared in your mind. Be careful that it does not sound rehearsed. Limit it to work-related items unless asked otherwise. Mention the top three or four aspects of your experience, skills, interests, and personality that make you a qualified candidate for the job.

Talk about things you have done and jobs you have held that relate to the position you are interviewing for. Start with the item farthest back and work up to the present.

## **2 What are your long- and short-term career goals?**

The interviewer is trying to get a feel for why you want this job and how long you're going to stick with it. The ideal answer will assure the employer that you're worth his investment - that is, training you, introducing you to clients, entrusting you with responsibility. Your answer should assure him that you'd be around for awhile - and maybe even a long time.

## **3: Do you consider this a lateral or vertical career move?**

This question is designed to find out how challenged you'll be on the job -be careful, it's a double-edged sword. If you aren't challenged, you'll get bored and move on. If you're too challenged, you might not make it past the first week.

Try to come in somewhere in the middle - maybe say something to the effect of, "It's a comfortable stretch." Another tip: Your answer will also give the employer a sense of whether you're hoping for a just a little or a big increase in salary.

## **4: Why do you want to leave your current position?**

The interviewer is concerned about any problems that might pop up on your next job - especially since that might be with him. Be sure to use good judgment here.

Don't bad-mouth your current boss and don't bring up anything negative. A safe approach is to say something like: "It's time to move on in my career" or "I'm looking for a greater challenge."

## **5: Why did you leave your last job?**

The interviewer wants to know if there are any underlying problems like: lack of commitment, difficult personality, poor performance, or anything that might lead to termination. Employers don't want to take on someone who has a record of walking out on jobs or getting fired.

Stay positive regardless of the circumstances. Never refer to a major problem with management and never speak ill of supervisors, co-workers or the organization. If you do, you will be the one looking bad. Keep smiling and talk about leaving for a positive reason such as an opportunity, a chance to do something special or other forward-looking reasons.

No matter why you left your last job, couch your response in positive terms, without lying.

## **6: Please explain why you have a gap in your employment history?**

The employer is looking for any problems in your personal life that might become his headache if he hires you. Explain your gaps honestly; leaning on activities that support your job objective, if that's possible.

If you don't have anything to say that's relevant, then talk about activities that show your strength of character and helped you know what you really want to do next: the job you're interviewing for.

## **7: What experience do you have in this field?**

Speak about specifics that relate to the position you are applying for. If you do not have specific experience, get as close as you can.

## **8: Do you consider yourself successful?**

You should always answer yes and briefly explain why.

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A good explanation is that you have set goals, and you have met some and are on track to achieve the others.

## **9: What do co-workers say about you?**

Be prepared with a quote or two from co-workers. Either a specific statement or a paraphrase will work. Jill Clark, a co-worker at Smith Company, always said I was the hardest workers she had ever known. It is as powerful as Jill having said it at the interview herself.

## **10: What do you know about this organization?**

This question is one reason to do some research on the organization before the interview. Find out where they have been and where they are going. What are the current issues and who are the major players?

## **11: What have you done to improve your knowledge in the last year?**

Try to include improvement activities that relate to the job. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

## **12: Are you applying for other jobs?**

Be honest but do not spend a lot of time in this area. Keep the focus on this job and what you can do for this organization. Anything else is a distraction.

## **13: Why do you want to work for this organization?**

This may take some thought and certainly, should be based on the research you have done on the organization. Sincerity is extremely important here and will easily be sensed. Relate it to your long-term career goals.

## **14: Do you know anyone who works for us?**

Be aware of the policy on relatives working for the organization. This can affect your answer even though they asked about friends not relatives. Be careful to mention a friend only if they are well thought of.

## **15: What kind of salary do you need?**

A loaded question. A nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, that's a tough question. Can you tell me the range for this position? In most cases, the interviewer, taken off guard, will tell you. If not, say that it can depend on the details of the job. Then give a wide range.

## **16: Are you a team player?**

You are, of course, a team player. Be sure to have examples ready. Specifics that show you often perform for the good of the team rather than for yourself are good evidence of your team attitude. Do not brag, just say it in a matter-of-fact tone. This is a key point.

## **17: How long would you expect to work for us if hired?**

Specifics here are not good. Something like this should work: I'd like it to be a long time. Or As long as we both feel I'm doing a good job.

## **18: Have you ever had to fire anyone? How did you feel about that?**

This is serious. Do not make light of it or in any way seem like you like to fire people. At the same time, you will do it when it is the right thing to do. When it comes to the organization versus the individual who has created a harmful situation, you will protect the organization. Remember firing is not the same as layoff or reduction in force.

## **19: What is your philosophy towards work?**

The interviewer is not looking for a long or flowery dissertation here. Do you have strong feelings that the job gets done? Yes. That's the type of answer that works best here. Be short and positive, showing a benefit to the organization.

## **20: What college experience are you especially proud of?**

If you haven't been in the workforce long, this question is your opportunity to give balance to the fact that you don't have much paid experience.

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Spotlight your academic and extracurricular achievements, especially the ones that are relevant to your job objective.

**21: If you had enough money to retire right now, would you?**

Answer yes if you would. But since you need to work, this is the type of work you prefer. Do not say yes if you do not mean it.

**22: Have you ever been asked to leave a position?**

If you have not, say no. If you have, be honest, brief and avoid saying negative things about the people or organization involved.

**23: Explain how you would be an asset to this organization**

You should be anxious for this question. It gives you a chance to highlight your best points as they relate to the position being discussed. Give a little advance thought to this relationship.

**24: Why should we hire you?**

Point out how your assets meet what the organization needs. Do not mention any other

**25: Tell me about a suggestion you have made**

Have a good one ready. Be sure and use a suggestion that was accepted and was then considered successful. One related to the type of work applied for is a real plus.

**26: What irritates you about co-workers?**

This is a trap question. Think real hard but fail to come up with anything that irritates you. A short statement that you seem to get along with folks is great.

**27: What strengths would you bring to this job that other candidates might not?**

The employer's giving you the floor to sell yourself for the job. Prepare well for this answer and deliver it with confidence.

There are many good answers to this question, just stay positive. A few good examples: Your ability to prioritize, Your problem-solving skills, Your ability to work under pressure, Your ability to focus on projects, Your professional expertise, Your leadership skills, Your positive attitude.

Make your presentation using brief achievement stories whenever possible.

**28: Out of all the problems you had at your previous position, which was the hardest to deal with?**

This is a bit tricky question! Don't give an impression that you had lots of problems, even if you did. Instead, refer briefly to an area you - and probably the rest of the world - find challenging, and move right on to how you've learned to deal with it.

**29: Tell me about your dream job.**  
Stay away from a specific job. You cannot win. If you say the job you are contending for is it, you strain credibility. If you say another job is it, you plant the suspicion that you will be dissatisfied with this position if hired. The best is to stay generic and say something like: A job where I love the work, like the people, can contribute and can't wait to get to work.

**30: Why do you think you would do well at this job?**

Give several reasons and include skills, experience and interest.

**31: What are you looking for in a job?**

You can use the same answers as in Q. 29.

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**32: What kind of person would you refuse to work with?**

Do not be trivial. It would take disloyalty to the organization, violence or lawbreaking to get you to object. Minor objections will label you as a whiner.

**33: What is more important to you: the money or the work?**

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Money is always important, but the work is the most important. There is no better answer.

**34: What would your previous supervisor say your strongest point is?**

There are numerous good possibilities: Loyalty, Energy, Positive attitude, Leadership, Team player, Expertise, Initiative, Patience, Hard work, Creativity, Problem solver

**35: Tell me about a problem you had with a supervisor**

Biggest trap of all. This is a test to see if you will speak ill of your boss. If you fall for it and tell about a problem with a former boss, you may well below the interview right there. Stay positive and develop a poor memory about any trouble with a supervisor.

**36: What has disappointed you about a job?**

Don't get trivial or negative. Safe areas are few but can include: Not enough of a challenge. You were laid off in a reduction Company did not win a contract, which would have given you more responsibility.

**37: Tell me about your ability to work under pressure.**

The interviewer wants to know whether or not you like working under pressure. Be honest and positive. All jobs bring with them a certain amount of pressure, but some have a lot more than others. So give an example where the level of pressure was just right for you, which will suggest how much pressure you're looking for on your next job.

**38: Do your skills match this job or another job more closely?**

Say!! Probably this one does. Do not give fuel to the suspicion that you may want another job more than this one.

**39: What motivates you to do your best on the job?**

This is a personal trait that only you can say, but good examples are: Challenge, Achievement, and Recognition

**40: Are you willing to work overtime? Nights? Weekends?**

This is up to you. Be totally honest.

**41: How would you know you were successful on this job?**

Several ways are good measures: You set high standards for yourself and meet them. Your outcomes are a success. Your boss tell you that you are successful

**42: What type of classes or training are you planning to pursue at this point?**

You want to look dedicated to developing your profession but you don't want to appear to have so much going on that you won't be 100 percent on the job.

Make it clear that your number one priority is your job; developing your profession is second.

**43: Would you be willing to relocate if required?**

You should be clear on this with your family prior to the interview if you think there is a chance it may come up. Do not say yes just to get the job if the real answer is no. This can create a lot of problems later on in your career. Be honest at this point and save yourself future grief.

**44: Are you willing to put the interests of the organization ahead of your own?**

This is a straight loyalty and dedication question. Do not worry about the deep ethical and philosophical implications. Just say yes.

**45: Describe your management style.**

Try to avoid labels. Some of the more common labels, like progressive, salesman or consensus, can have several meanings or descriptions depending on which management expert you listen to. The situational style is safe, because it says you will manage according to the situation, instead of one size fits all.

**46: What have you learned from mistakes on the job?**

Here you have to come up with something or you strain credibility. Make it small, well intentioned mistake with a positive lesson learned. An example would be working too far ahead of colleagues on a project and thus throwing coordination off.

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## **47: Do you have any blind spots?**

Trick question. If you know about blind spots, they are no longer blind spots. Do not reveal any personal areas of concern here. Let them do their own discovery on your bad points. Do not hand it to them.

## **48: If you were hiring a person for this job, what would you look for?**

Be careful to mention traits that are needed and that you have.

## **49: Do you think you are overqualified for this position?**

Regardless of your qualifications, state that you are very well qualified for the position.

## **50: How do you propose to compensate for your lack of experience?**

First, if you have experience that the interviewer does not know about, bring that up: Then, point out (if true) that you are a hard working quick learner.

## **51: What qualities do you look for in a boss?**

Be generic and positive. Safe qualities are knowledgeable, a sense of humor, fair, loyal to subordinates and holder of high standards. All bosses think they have these traits.

## **53: Tell me about a time when you helped resolve a dispute between others.**

Pick a specific incident. Concentrate on your problem solving technique and not the dispute you settled.

## **54: What position do you prefer on a team working on a project?**

Be honest. If you are comfortable in different roles, point that out.

## **55: Describe your work ethic.**

Emphasize benefits to the organization. Things like, determination to get the job done and work hard but enjoy your work are good.

## **56: What has been your biggest professional disappointment?**

Be sure that you refer to something that was beyond your control. Show acceptance and no negative feelings.

## **57: Tell me about the most fun you have had on the job.**

Talk about having fun by accomplishing something for the organization.

## **58: On a scale of one to ten, how will you rate me as an interviewer?**

Give a perfect answer of "10," and you'll seem too easy to please. Give anything less than a perfect 10, and he could press you as to where you're being critical, and that road leads downhill for you.

The best Answer could be - Once again, never be negative. The interviewer will only resent criticism coming from you. This is the time to show your positivism.

However, don't give a numerical rating. Simply praise whatever interview style he's been using.

If he's been tough, say "You have been thorough and tough-minded, the very qualities needed to conduct a good interview." If he's been methodical, say, "You have been very methodical and analytical, and I'm sure that approach results in excellent hires for your firm."

## **59: Why should I hire you from the outside when I could promote someone from within?**

This question isn't as aggressive as it sounds. It represents the interviewer's own dilemma over this common problem. He's probably leaning toward you already and for reassurance, wants to hear what you have to say on the matter.

Example: "In general, I think it's a good policy to hire from within - to look outside probably means you're not completely comfortable choosing someone from inside.

"Naturally, you want this department to be as strong as it possibly can be, so you want the strongest candidate. I feel that I can fill that bill because...(then recap your strongest qualifications that match up with his greatest needs)."

## **60: Do you want to ask any questions from me?**

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Always have some questions prepared. Questions prepared where you will be an asset to the organization are good. How soon will I be able to be productive? And what type of projects will I be able to assist on?

## **More HR Questions:**

- 1: Tell me about yourself?
- 2: What are your greatest strengths?
- 3: What are your greatest weaknesses?
- 4: Tell me about something you did - or failed to do - that you now feel a little ashamed of?
- 5: Why are you leaving (or did you leave) this position?
- 6: There is no Question but absolute silence i.e. an intentional "Silent Treatment"
- 7: Why should we hire you?
- 8: Aren't you overqualified for this position?
- 9: Where do you see yourself five years from now?
- 10: Describe your ideal company, location and job.
- 11: Why do you want to work at our company?
- 12: What are your career options right now?
- 13: Why have you been out of work so long?
- 14: Tell me honestly about the strong points and weak points of your boss (company, management team, etc.)...
- 15: What good books have you read lately?
- 16: Tell me about a situation when your work was criticized.
- 17: What are your outside interests?
- 18: The "Fatal Flaw" question
- 19: How do you feel about reporting to a younger person (minority, woman, etc)?
- 20: Some question on confidential matters...
- 21: Would you lie for the company?
- 22: Looking back, what would you do differently in your life?
- 23: Could you have done better in your last job?
- 24: Can you work under pressure?
- 25: What makes you angry?
- 26: Why aren't you earning more money at this stage of your career?
- 27: Who has inspired you in your life and why?
- 28: What was the toughest decision you ever had to make?
- 29: Tell me about the most boring job you've ever had.
- 30: Have you been absent from work more than a few days in any previous position?
- 31: What changes would you make if you came to us?
- 32: I'm concerned that you don't have as much experience as we'd like in...
- 33: How do you feel about working nights and weekends?
- 34: Are you willing to relocate or travel?
- 35: Do you have the stomach to fire people? Have you had experience firing many people?
- 36: Why have you had so many job changes?
- 37: What do you see as the proper role / mission of...
- 38: What would you say to your boss if he's crazy about an idea, but you think it is foolish?
- 39: How could you have improved your career progress?
- 40: What would you do if a fellow executive on your own corporate level wasn't performing well...and this was hurting your department?
- 41: You've been with your firm a long time. Won't it be hard switching to a new company?
- 42: May I contact your present employer for a reference?
- 43: Give me an example of your creativity (analytical skill...managing ability, etc.)
- 44: Where could you use some improvement?
- 45: What do you worry about?
- 46: How many hours a week does you normally work?
- 47: What's the most difficult part of being a \_\_\_\_\_ (job title of the interview)?
- 49: What was the toughest challenge you've ever faced?
- 50: Have you consider starting your own business?

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- 51: What are your goals?
- 52: What do you see when you hire people?
- 53: "The Salary Question" - How much money do you want?
- 56: What was the toughest part of your last job?
- 57: How do you define success...and how do you measure up to your own definition?
- 58: If you win 1 Crore Rupee lottery, would you still work?
- 59: Looking back on your last position, have you done your best work?
- 60: Tell me something negative you've heard about our company...
- 61) Why are you looking for a change?
- 62) Why you chose Software testing as a Career?
- 63) What type of coordination do you expect from your colleagues?
- 64) Are you interested to take new responsibilities if required?
- 65) Do you know about our Company?
- 66) Why are you staying with one company for a long time?
- 67) Are you willing to relocate?
- 68) Are you willing to work on shifts?
- 69) Which roles do you like, Leader or follower, why?
- 70) What are you expecting from our company?
- 71) Why do you like this job?
- 72) What are your strengths?
- 73) What is your weakness?

## **WHAT IS RESUME or CURRICULUM VITAE**

A resume is an organized summary of your education, skills, experience and accomplishments. It is a short account about you, your work experience and qualifications. It should give the potential employer key facts about yourself. It helps employers to see what you have done till date and based on this what you can do. Resume sells you to the employer and its main purpose is to get an interview

A resume is an organized synopsis of your educational qualifications, skills you possess, experience and accomplishments. It should be prepared with the intention of providing your prospective employer the crucial details about yourself. This helps employers have a better idea about what you have done till date and how better you can make use of those honed skills. Resume sells you to the employer and its main purpose is to get an interview call/email.

A good resume contains basic information about the applicant, organized in a way which is easy for the reader to comprehend. Clear contact information is usually at the top, followed by work experience, educational achievements, a list of skills, relevant certifications or awards, and contact information for references, though not necessarily in this order. The organization of a resume is a fine art, and it requires some work to create a strong resume. In some cases, people ask for professional help when assembling a resume.

**A curriculum vitae** (loosely translated as course of life) provides an overview of a person's life and qualifications. Curriculum Vitae means "course of life" in Latin. A Curriculum Vitae is also called a CV or vita, and is an overview of your professional accomplishments. In the United States, the curriculum vitae is used almost exclusively by those pursuing an academic or medical career. In Europe, the curriculum vitae is much more common than a resume.

### **Curricula vitae are commonly used in applying for the following:**

- ✓ Admission to graduate school or as part of an application packet for a graduate assistantship or scholarship.
- ✓ Grant proposals.

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- ✓ Teaching, research, and upper-level administrative positions in higher education.
- ✓ Academic departmental and tenure reviews.
- ✓ College or university service appointments.
- ✓ Professional association leadership positions.
- ✓ Speaking engagements.
- ✓ Publishing and editorial review boards.
- ✓ Research and consulting positions in a variety of settings.
- ✓ School administration positions at the superintendent, principal, or department head level.

## **Purpose of your resume:**

A resume is a brief, concise document that presents, and effectively sells, your most relevant and positive credentials for employment, admission to graduate school, consideration for a scholarship or fellowship, or other professional purpose.

A vita, or curriculum vita, is a more extensive document typically used by those with graduate education who are pursuing positions in academia or research. See more about vitae (curriculum vitae). An effective resume gets you an interview, not a job. An employer will usually spend 15 to 20 seconds reviewing your resume, so the content of your resume must be clear, concise, and targeted to the type of job for which you are applying.

## **What IS a resume?**

Resume is a self-promotional document that presents you in the best possible light, for the purpose of getting invited to a job interview. It's not an official personnel document. It's not a job application. It's not a "career obituary"! And it's not a confessional.

## **What should the resume content be about?**

It's not just about past jobs! It's about YOU, and how you performed and what you accomplished in those past jobs--especially those accomplishments that are most relevant to the work you want to do next. A good resume predicts how you might perform in that desired future job.

## **Why your resume is important?**

It's the first meeting between you and a prospective employer. First impressions are lasting ones. Well, your resume is the first meeting between you and a prospective employer more often now than ever. So, how do you want to be remembered? Wrinkled and unorganized or Neat and structured. Long and boring or Precise and interesting.

## **Main purpose of resume writing**

Your resume is a tool with one specific purpose: to win an interview. A resume is an advertisement, nothing more, nothing less. A great resume doesn't just tell them what you have done but makes the same assertion that all good ads do.

## **Great resumes has two sections**

In the first, you make assertions about your abilities, qualities and achievements. You write powerful, but honest, advertising copy that makes the reader immediately perk up and realize that you are someone special.

The second section, the evidence section, is where you back up your assertions with evidence that you actually did what you said you did. This is where you list and describe the jobs you have held, your education, etc.

## **Objective of Resume Writing**

Your resume should be pointed toward conveying why you are the perfect candidate for one specific objective or job title. Good advertising is directed toward a very specific objective.

## **Cover Letter**

A cover letter is a way to introduce you. It should always accompany your resume as it can be the mail tool in landing you an interview. While a cover letter will not get you a job, it gives you the



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opportunity to link your qualifications to the specific requirements of the job and to show the employer how you can be of value to their organization. The main idea of writing a cover letter is to tell your reader that you are well qualified and capable for the position.

## **How to write a Cover letter**

A cover letter should be brief and concise. Make it no more than a page. It should be interesting and not boring. Any cover letter should contain the following points/sentences.

### **Introduction (First sentence/paragraph)**

Start your covering letter by a one line introduction about yourself and follow it up with how you came to know that the company had a vacancy. Tell them what position you are applying for. Mention the name of the Newspaper, website or if someone referred you based on your qualification, talent etc. The first sentence should be dedicated to this process.

### **Academic and professional qualifications (2<sup>nd</sup> sentence/paragraph)**

This is what interests the person seeing your cover letter. They want to know how your education background and your experience (if any) would be helpful to the organization. You must show a relation between your qualifications (academic, work, social, extra-curricular and other skills) and the job you are applying for. Use the best point of your resume in trying to convince them that you are the right person for the job. While conveying about yourself tell them that by hiring you, you will be an asset to the company.

### **Reasons and interests for applying in that particular company (3<sup>rd</sup> sentence/paragraph)**

There could be many reasons why you are interested in the job. But the employer would be interested in knowing why you chose the company, your motivation. So stress at least two to three reasons for this. Show the reader that you are knowledgeable and capable of handling the position. Show your positive qualities, and how they will fit in with the structure of the company.

### **Closing remarks – Ask for a meeting (4<sup>th</sup> sentence/paragraph)**

Thank the employer for taking time to study your letter and resume. Tell them that you are looking forward to hearing from them. Mention that you would call in a couple of days to follow-up.

### **Finally:**

Put your signature. Be sure to mention your contact details including your cell number, landline number, postal address and email if you have one.

Current Location	: Hyderabad
Degree in PG	: M. Sc., Computer Science
Notice Period	: 1 Month
Willing to Relocate	: Yes
Total Experience	: 3.8 year
Relevant Exp	: 1.5 year
Current CTC	: 3, 41, 400/-
Expected CTC	: 30%

Thank You,  
Raju  
Mobile: +91-9999999999