

JOB INTERVIEW



Tell me about yourself

- Start with your name
- Give your place information
- Education in short
- Job experience if any
- Tell why are you qualified for the job

Example:

Hi, my name is Alex and I live in Moscow. As far as my educational qualification is concerned that I have done graduation in English Honors and I have 2 years of experience in teaching. I am really energetic and great communicator.

Don't	Do
<ul style="list-style-type: none">• I was born in...• I like walks on the beach...	<ul style="list-style-type: none">• In 2 minutes or less tell, why are you qualified.

JOB INTERVIEW



Why should I hire you?

- Share your knowledge
- Work experience (if any)
- Skills related to the job
- Career goals

Example:

Sir, I have a strong work ethic, I am fast learner and very enthusiastic about this company and the job. I believe that my motivation and commitment will ensure that I quickly become productive and valued member of your team.

Don't	Do
<ul style="list-style-type: none">• Because I am the best candidate.• You will regret if you don't hire me.	<ul style="list-style-type: none">• Share your track record Be confident.• Share your best interest about the job you are applying.

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What are your weaknesses?

- Straightforward
- Sensitive
- Impatient
- Talkative
- I can't say no when someone asks for help

Example:

i can't say NO when someone asks for help, & I am a bit lazy in which I'm not interested however I am learning to say NO.

Don't	Do
<ul style="list-style-type: none">• I don't have any weakness. Don't share weaknesses related to the job at hand.	<ul style="list-style-type: none">• Take a weakness and put positive spin on it. Always describe a genuine weakness and what are you doing to improve on it.

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What are your strengths?

- Adaptation
- Hard working
- Flexibility
- Optimistic
- Cooperative
- Fast decision making
- Self-motivated
- Energetic
- Honesty
- Punctuality

Example:

I am punctual, self motivated & hard working person towards my career and life.

Don't	Do
<ul style="list-style-type: none">• Don't be humble. This is your chance to brag and "sell yourself."• Don't offer strengths that are irrelevant.	<ul style="list-style-type: none">• Talk about strengths that align with the role you're applying for. Come up with specific examples demonstrating those strengths.

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Why are you looking for job change?

- Thanks to previous organization
- Share your reason for job change, Relate to your career goals

Example:

I am thankful to my previous organization, because i have learnt a lot of things from there. According to me changes are necessary for everyone to enhance your skills. Knowledge & personal growth & financial growth. Your organization is a good platform where I can learn more.

Don't	Do
<ul style="list-style-type: none">• Don't say anything negative about your employer, boss, coworkers, or clients.	<ul style="list-style-type: none">• Talk about looking for a new challenge in your career, learning a new industry or focus area.

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What are your career goals?

- Short Term Goal
- Long Term Goal

Example:

My short term goal is to get a job in required company where I can utilize my skills & improve my career path.

My long term goals is to be in respectable position in that organization.

Don't	Do
<ul style="list-style-type: none">• My goal is to buy an Audi or a house.• I want to get married in 2020.	<ul style="list-style-type: none">• Talk about desire to learn more and improve your performance.• Be specific as possible about how will you meet the goals you have set for yourself.

JOB INTERVIEW



What are your salary requirements?

- Never share your salary requirements as fresher.
- Experience candidate can share their expected salary.
- Always say yes as per the company norms for the job.

Example:

I am a fresher, salary is not first priority for me. This is a big platform to start my career & I also want to improve my knowledge & skills and gain experience so I expect a considerable of salary according to my ability & your company's norms which will fulfill my economical needs.

Don't	Do
<ul style="list-style-type: none">• I'm not sure.• How much can you give?	<ul style="list-style-type: none">• Request more duties and responsibilities.• Provide fair salary range based on industry research.

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Finally, do you have any questions to ask me?

- Express thanks
- Job timing
- Overtime allowance
- Job Location
- Timing period
- Salary structure
- Transport facility

Example:

Thank you for giving me this opportunity. Sir, I would like to know job timing & transport facility & where will be the job location & salary scale for this job in your organization?

Don't	Do
<ul style="list-style-type: none">• Uh no, I don't have any questions.	<ul style="list-style-type: none">• What can I help you to clarify that would make hiring me an easy decision?• At last, shake hands and say thanks with a genuine smile.