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## Quick Overview

Interview is a conversation between two or more people ( interviewer & interviewee) to assess and get information about the latter. The very prospect of interview leaves people in cold sweat and even the most qualified people fail the test. Interviews are organized to assess the personality traits and the skills possessed by the interviewee for the purpose of hiring their services.

There are different kinds of interviews varying according to the position and the field for which a person is being interviewed for. The most common among them is the personal interview which is done on a one to one basis between the hiring manager and the job seeker. Apart from this, there are the panel interviews, the screening interviews and the group interviews. All these types test the leadership qualities and the behavioral patterns of the candidate in an individual situation or a in a team.

This e-book aims to give the freshers as well experienced professionals a tool to help them in preparing for an interview. It discusses the various types of interviews, the preparation needed to be done and the types of questions that may be asked at the interview. It deals with a variety of professions like Teachers, Management Professionals, Pharmaceutical Executives, Engineers as well as people working in other technical fields.

There are a number of assorted questions in the book which focus on each of the professional fields mentioned above. Then there are also questions for the interviewers which they can use while interviewing a particular candidate.

There are many instances when potential candidates are denied an interview because they are unable to present their resume in a well-formatted manner. A resume template has been designed for candidates who are on the lookout for jobs.

Covering letter plays a major role in getting you to the first screening. If you are unable to write a proper cover letter, then half the chances are that the manager will get disgusted and not care to go through the resume. A sample of covering letter too is present in the e-book.

Appearing for an interview also involves a lot of prior preparation like the attire, personal outlook, body language and the proper etiquettes. There are tips for the interviewees as to what should go into the preparation for a successful interview.

Last but not the least, this e-book is only a helping tool. The fate of the interview depends mostly on the right approach and the positive attitude showcased by the candidate.

# General Interview Questions

## **Do you have any questions about our company ?**

If you have paid attention during the interview and if you have done your homework, this would be a good time to ask for more details about some aspect of the company's organizational structure or products. It would not be a good time to ask about your first raise. You could also ask questions about the community, training programs or work environment.

## **How would you evaluate your ability to deal with conflict ?**

You could reply by saying that you are quite good at handling conflicts. You could support your answer by giving some examples from your previous job experience where you had to tackle such a situation and the results that you got.

## **If you are hired, what kind of training do you feel you will require before you start making a productive contribution to the organization ?**

Now this is a question which entirely depends upon the kind of work you are planning to take up. If job profile matches with your educational qualifications, you can reply about the same & show an inclination to start your job right away. But if you are switching to a relatively new field, you need to show some interest in preliminary training to allow you to get a grip of things.

## **How would you describe a successful manager?**

You can mention that in order to be a successful manager, the person should have the vision and capabilities to formulate strategies to reach his/her targets & communicate the same to his /her team members in a proper manner to be effective. The successful manager should lead by example & inspire others to recognize, develop & apply their talents to their utmost potential.

## **Let us hear what you know about our company.**

This is a common question for which you need to be prepared beforehand. You can search for the company online & gather as much information as you can. Read blogs & sites related to the company, talk to your college alumni who have worked there for an advantageous position.

**How open are you to the idea of relocation ?** You could reply to this using a bit of diplomacy. Do not reject the idea of relocation outright. What you can say is that if there are better opportunities in the company and if it involves relocating, then you will be quite open to it.

## **Which is more important to you, the job itself or your salary ?**

Both the aspects in this question have equal weight. You can reply by saying that a salary that matches with your skills & experience is important but it is one part of the larger whole. The main issue is that I should enjoy the work that I am doing, fit into the work culture of the organization and also that I should have a feeling of doing something genuinely productive.

### **Let us hear about your salary expectations.**

This question also needs to be handled tactfully. You could reply and say that I am the best suited person for this particular position and if you also feel the same, then I am quite confident that the salary package will be fair and satisfying for both of us.

### **What two or three things are most important to you in your job?**

This is a really important question because most of the things that you mention in the answer will definitely reflect in your productivity. What you can say is that I want to be happy & passionate about the job that I am taking up & would like an environment which is conducive for better performance & higher efficiency. Proper communication, a cooperative staff & job satisfaction are other important aspects which make or break any worker.

### **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.

### **How long do you think you will work for us if you are hired ?**

Do not attempt any specific answer here because it might be taken to mean something else. Every organization is aware that workers leave after a particular time. But by giving a specific answer, you are telling them that after taking all the training and expertise here, I'll be leaving for greener pastures, which really looks bad upfront. What you can say is that I would prefer to work for a long time or as long as it suits both of us and feel that I am doing a good job.

### **Describe how you would be an asset to this organization if you are hired.**

This question should always be prepared in advance. It is one of the most important questions in the interview because it is directly related to the position for which you are being interviewed. This particular question gives you the chance to highlight your best points and strengths and can be explained with due examples.

# Types of Interviews

All job interviews have the same objective but the approach may differ with each organization. The best way to tackle such kind of a situation is to be fully prepared for all types of conditions.

The following are some of the common types of interviews:

## **The Screening Interview**

Companies use screening tools to ensure that only the best qualified candidate reaches the stage of PI by the hiring authority. These days computer programs are available which screen the candidates & weed out the unnecessary ones. Sometimes this job is done by humans. The screening interviewers are trained just to pick up the most eligible candidate amongst the whole lot. For this they might try to dig up the dirt & look for gaps in the information that you have supplied to them & hone in on gaps in your employment history.

## **The Informational Interview**

Informational interviews are relatively stress free. This kind of interview is initiated by the job-seeker. They can approach people who have the expertise in their particular field of interest. Employers on the other hand too like to stay abreast with the latest talent that is available. They are open to interviews even if there is no current job opening. It might be because they like to share their knowledge, feel flattered by your interest, or respect the mutual friend that connected you to them. During this, the jobseeker & employer exchange information without reference to a specific job opening. The Informational Interview is a part of the “cold-calling” process whereby jobseekers are generating their own job leads.

## **Directed Interviews**

Directed Interviews are used mainly for finding facts & qualifications. They follow a pre-defined format in which the interviewer has a clear agenda that he/she follows unflinchingly.

## **Non-Directed Interviews**

This is a more informal type of interaction between the job seeker & the interviewer. The interviewee has got a relative independence to express his/her views freely. This type of a situation can be put to advantage by stressing about your strengths.

## **The Meandering Style**

This type of interview is generally used by relatively inexperienced interviewers. It leaves a lot of leeway for the interviewee to have some control over the interview & the direction it should take. This style allows you to tactfully guide the discussion in a way that best serves you.

## **The Stress Interview**

Stress interviews are meant to assess the psycho-mental capacities of the candidate & also to see his/her responses to adverse conditions. Sometimes the interviewer will keep the candidate waiting for more than hour before approaching him. The candidate may also have to endure sessions of extended silence or long hostile stares. This style is used most often in the armed forces where

adverse conditions & hostility is an integral part of the job. Insults & miscommunication are common. All this is designed to see whether you have the mettle to withstand the company culture, the clients or other potential stress.

### **The Behavioral Interview**

Many companies follow the policy of interviewing a person to test the behavioral pattern during a particular situation to know about his/her future performance. Standardized methods are used to bring out the inherent qualities present in you related to your field of expertise. Depending upon the responsibilities of the job, you might be asked to describe a time that required problem-solving skills, adaptability, leadership, conflict resolution & other skills.

### **Group Interview**

A group interview is generally used to identify the leadership qualities in the prospective managers & the employees who will be interacting directly with the public. This is one of the most effective methods to assess a leader in the group & to know whether he is the person who will take positive initiatives in the group & bind it together. Does the candidate have the potential to lead a group of workers towards better productivity? The focus of the interview is to know whether the person is full of 'ME' or does he also value others in the group.

### **Mealtime Interview**

Meals often have a cementing social effect-breaking bread together tends to facilitate deals, marriages, friendships, and religious communion. Mealtime interviews are organized taking this aspect in consideration. It might seem to be in a very casual setting but mealtime interviews too can be nerve-shattering for people who are not accustomed to this particular type of setting. The whole aim of this exercise is to assess the candidate's behavior in a social setting. Is the candidate relaxed or feeling a bit awkward? Companies want to observe not only how the candidate handles a fork, but also how he/she treats the host, any other guests, and the serving staff.

## Professional Interview Questions

### Pharmaceutical Sales Interview

#### Why did you decide pharmaceutical sales would be the right career for you ?

**Ans :** This is the most often asked question which is very significant. This is a very pertinent question which is asked in almost all the interviews. You need to reply to this very correctly and authentically.

You have to convince them that you love selling and you can also give examples where you have done this even if you were not working as a salesperson. You can quote an instance where you have convinced people to “buy” your ideas. This is also selling. You can also speak about your highly motivated, energetic and enthusiastic personality which is the pre-requisite for being a successful salesperson.

Then you could talk about why you would be a successful pharmaceutical sales person. In support of your answer you can use the information you have collected about the industry and the vast potential that lies in working in it. The research you have done on their company and the industry, and the extra effort you have put forth to spend a day in the field to see for yourself what a pharmaceutical sales representative does will give you tremendous credibility. You will be viewed as a serious candidate.

#### What is your perception of a typical day for a pharmaceutical representative ?

**Ans :** This question is asked to assess your perception of a typical day in the pharmaceutical salesperson. The interviewer is also looking for work ethic (working early, late) and commitment to getting the job done. You should be able to relate your current work with the working of a pharmaceutical salesperson on any given day. You should also highlight the fact that you have done an in-depth research about the industry and also spoken to people associated with pharmaceuticals sales. You should be able to picture the hard work that goes into pharmaceutical sales in a day and that you have experienced by riding with the salesperson.

You should also show some flexibility in the working time and project that you are ready to allocate early morning or late evening hours for meeting the doctors as they have a very random appointment schedule. Some of them meet in the morning, others in the evening.

This way, you will not only speak about your knowledge of the business, but also inform the interviewer that you are ready for the hard work that goes into becoming a pharmaceutical sales representative.

### **What is the most challenging aspect of being a pharmaceutical sales person ?**

**Ans :** From a newcomer's point of view, meeting a doctor/medical practitioner is the most difficult step which is only partially correct. The biggest challenge for a newcomer in the Pharma field is to convince the doctor that his/her drugs are much better than the ones being currently prescribed by the doctor and used by the patients. The most tedious task is to convince the doctor to switch to the drug being introduced by the sales representative.

### **How do you think you would get a Physician to switch to your drug?**

**Ans:** In this question, the Hiring Manager is looking for the skills & techniques that should be possessed by the sales person. He is also looking to test your strategic planning theories. The best answer to this question is that you acknowledge the fact that the physician will not change to your drug in the first instance. You will have to start small & work towards acquiring the maximum. You can also say that I would use a combination of the appropriate tools to gain physician agreement on my drug's effectiveness. After this, I would gain commitment from him to use the drug on a specific patient type. After the physician has tried my drug on this patient type, I would get him to notice the success on this patient when the patient comes back in for a follow up visit.

### **Can you explain the reason for the mention of several different job responsibilities in your resume over the past five years?**

**Ans:** The intent behind asking this question is to determine whether you are a job-hopper. Training and educating a pharmaceutical sales representative is a time-consuming and an expensive venture. If the Hiring Manager goes wrong while selecting a candidate for the desired position, then it will reflect negatively on the productivity and the job will remain incomplete. This will lead to a waste of energy and time. The basic reason for asking this question is to test the candidate's dependability and whether you really want an upward mobility in your career. If you have changed positions in order to increase the challenge of your job and allow upward mobility, then that is an excellent reason for changing jobs. Career transitions or job transitions made to increase compensation for your work is another good reason.

### **How long having you been seeking employment in the pharmaceutical sales industry ?**

**Ans:** This is a very loaded question and you need to answer very carefully to it. If you have been looking for an opportunity for the last six months, then you feature as a very focused and tenacious person who will get what he/she desires. If you have given interviews over this period, then the manager will wonder as to why were you not hired. But if you haven't had even one interview in all this time, then it looks as if you have failed the very first test in sales. There might be an issue of location for you turning down a job offer. This is one of the valid reasons for turning down a job offer. If you've just started looking for a pharmaceutical sales position & you've already gained interviews, it's because you are impressive on paper & in person

# Teacher Interview Questions

## What is your teaching philosophy?

**Ans :** The teaching philosophy of any potential candidate is developed during the college or graduation days. During the interview for a teaching job, you need to revise on that philosophy. Teaching Philosophy implies the beliefs and principles you have about teaching and learning. This question is most often not asked but you should incorporate the subject in the interview appropriately. You could also discuss how you put your beliefs into practice and talk about what you have done or what you plan to do in the classroom based on these beliefs. It is most important that you revisit your philosophy from time to time to stay abreast with the latest developments in teaching styles and methods.

## Why do you want to teach ?

**Ans:** This is a fundamental question. The interviewer really wants to assess whether you are genuinely interested in teaching profession or are you getting in to it because you didn't have any other better option. Teaching is a tough job which requires a lot of patience, resilience and determination. If you appear motivated to them, then there is a better chance of you being hired. You should stress the point that you know that the teaching profession is a very demanding one as you have seen as an observer but you also feel that there are some things which give satisfaction. You can follow it up with some personal examples- like the time when you helped a reticent adolescent come out of his shell, or initiated some new programs in the youth club. All your answers should reflect your enthusiasm and dedication towards the profession.

## What type of classroom management/discipline would you implement?

**Ans:** This answer will change according to the grade that you have applied for. There will be different techniques to manage a kindergarten and some other technique to handle a middle school or a high school class. The teaching style and your previous experience in the class would also be of importance in this instance. Use of personal experiences during the interview is always good. You should be very clear in though while replying to this answer and be ready to use the techniques when needed.

## Will you be able to manage/discipline a class of 35 students?

**Ans:** This is one of the most important qualities needed in a teacher. The teacher should be able to lead the group of students using the carrot and keep the stick as the last resort. While answering this question, you should lay stress on the fact that good organizational skills, self-confidence, robust personality and a sense of humor always help while managing a group of students without too much conflict. You can expand upon this by using personal situations and the steps you have taken to handle these situations.

### **What courses could you teach here?**

**Ans:** You should be prepared for this answer because it is one of the most basic questions. You need to check up on the courses being offered in the department well in advance and reply accordingly. You can also suggest some new courses which you might like to see introduced in the curriculum.

### **How comfortable do you feel while using the latest technology in the classroom? Have you ever used it ?**

**Ans:** With the latest development in technology, the schools have also started incorporating technology use in the daily classroom activities. But there are many teachers who belong to a different era when the teaching aids were not so advanced and they did not have such an exposure. This creates an apprehension about the use of technology and they are easily intimidated by it. But as a new teacher, you should reveal your comfort level with the latest teaching aids and the manner in which you have put them to use from time to time.

### **How would you make your subject interesting to a class of uninterested low ability pupils ?**

**Ans:** This question requires you to show your creativity, enthusiasm, communication skills and the appropriate use of technology. You could mention that you will be using the various techniques available to create interest in the students. You will involve the whole class in a particular subject and use games, wall chart papers, case study and role playing to learn new things. Your answer could include how you would canvass advice from your colleagues on what to do in these circumstances. Perhaps they have taught the particular class in question and can make some suggestions.

### **Have you had experience boosting a student's self-esteem? If so, how did you do this ?**

**Ans:** This requires to state the times when you have worked with a student on a one to one basis. This could be because the student was undergoing some trouble and needed your help apart from the academic one. This interaction really gives a morale boosting to the student and definitely helps raise his/her self-esteem. This is an effective manner of conflict-resolution because the student feels important and wanted. He/she cherish the feeling that they are noticed as an individual and respond more positively to circumstances.

## Technical Interview Questions

- What is need of polymorphism in Java? What could have happen if polymorphism is not present?
- Which is faster at class loading - interface or abstract class? Why?
- What are all the methods used for Inter Thread communication and what is the class in which these methods are defined?
- In how many ways we can create an object? Explain with example.
- What does "wrapping" an object mean?
- How to pass command line arguments in main function through Eclipse Tools (editors).
- What is the use of static data member?
- Why p++ is faster than p+1?
- What are the advantages of inline functions over macros?
- What is default parameter? Can an overloaded function have a default parameter?
- How to combine 2 arrays?
- What is the difference between "echo" and "print" in PHP?
- How to prevent form hijacking in PHP?
- What are new features that are in added in PHP5?
- What are the different methods to optimize the MySQL query?
- How to call a C function within PHP?
- Where does the session store, either client side or server side?
- How do you upload videos using PHP & MySQL
- How to upload files using PHP?
- How to access crystal reports through PHP code
- What is difference between developing website using Java and PHP?
- What is Joomla in PHP?
- What are the different kinds of parsers used in XML?
- What is XPath?
- What are XML Serialization and Binary Serialization? Where it actually used?
- What does XML imply & why is XML referred to as self-describing data?
- There are 3 switches that can turn on and off a light in the room. How to connect them?
- What types of flip-flops do you know?
- How to convert D-latch into JK-latch and JK-latch into D-latch?
- What is the difference between a flip-flop and a latch? Write an HDL code for their behavioral models.
- You have 2 candles. Every candle lights for 60 minutes. You have to find the way to measure 45 minutes.
- Connect 9 dots with 4 lines. Don't cross the same dot twice.
- You are assigned to work on an important project containing 7 design modules and you are short of time. By the end of the month all you can do is either to have 3 modules accomplished or to have all 7 modules started in parallel but not finished. What strategy will you choose?
- Tell us about one of the technical problems you had to solve recently

- What is the total number of lines written in C/C++? What is the most complicated/valuable program written in C/C++?
- Are you familiar with the term snooping?
- If you ask electronics engineer "To be or not to be?" his answer will be "One!" How come?
- There are 8 metal balls, one of them is lighter. How many times do you need to weight the balls to find the light one? Try to minimize that number.
- You drove to the next town with a speed of 60 miles/hour. On your way back the speed was 40 miles/hour. The distance is 120 miles. Calculate the average speed.
- A man went down to the river with two jugs, one of three-liter capacity and one of five-liter capacity. Using just these, how did he bring back exactly four liters?
- What is a major difference between SQL Server 6.5 and 7.0 platforms wise?
- Is SQL Server implemented as a service or an application?
- What is a traditional Network Library for SQL Servers?
- When you create a database how is it stored?
- What UNIX command do you use to connect to UNIX server?
- Do you know how to configure DB2 side of the application?
- What kind of LAN types do you know?
- How to define testing of network layers?
- What is a component-based Architecture? How to approach testing of a component based application?

# Corporate Interview Questions

## **Tell me what you know about our company ?**

**Ans:** To answer this question properly, you need to prepare ahead of the interview. You need to do a thorough research on the firm where you are going for an interview. You could reply by saying that the company is world famous and that is respected all over. It has a strong client base which has been with them consistently for so many years.

## **What interests you about this job ?**

**Ans:** When asked such a question, you need to start with the qualifications mentioned in the advertisement and then relate them to your skills and competencies. You can mention that you feel that both of them are a perfect match and that is what interests you about this job. That way, the employer will see that you know about the job you're interviewing for (not everyone does) and that you have the qualifications necessary to do the job. If you were appearing for an interview related to HR Manager Job, it implies that you will be responsible for recruiting, orientation and training. Connect these with the past experiences you had in the previous company and why you are interested in continuing to develop your expertise in Human Resources management.

## **Do you have any geographical preferences ?**

**Ans:** For this you can give your preference but also mention that you are open to any other possibilities.

## **Are you willing to travel ?**

**Ans:** You have to be honest while answering this question. There is no point in saying Yes when you prefer to be home every evening. Asking about the amount of travel involved is perfectly legitimate. This gives you an idea to weigh the idea and make a decision. What's most important is to get a good understanding of what's involved before you are offered the job, rather than being (unpleasantly) surprised after you have already been hired.

## **Would it be a problem for you to relocate ?**

**Ans:** Don't give a direct no to this question. The best way would be to tell the hiring manager that you are open to opportunities within the company; if those opportunities involve relocation then you would certainly consider it.

## **Which is more important to you, the job itself or your salary ?**

**Ans:** A salary which matches with my experience and skills is important, but it's only a small part of the larger whole. There are many factors which go into making a perfect package but I feel that I should enjoy the work I am doing, I am able to adjust myself in the corporate culture and that I am making a genuine contribution to the organization.

### **What can you contribute towards taking this company ahead ?**

**Ans:** You can relate your past experiences with the initiatives you will take in this company if you are hired. You can lay stress on the positive results and achievements that you have had and your belief that they can be replicated here with some minor modifications. Also, relate your abilities to the employer's goals. You will want to let the interviewer know that you have the skills necessary to do the job they are hiring for, the ability effectively meet challenges, and the flexibility and diplomacy to work well with other employees and with management.

### **How do you evaluate success ?**

**Ans:** The meaning of success varies from one situation to the other. You can say that I evaluate success in varied ways. Success at the jobs means achieving the desired targets set up by the supervisor or the team. Success in a game means leading my team to victory.

### **Do you prefer working alone or in a team ?**

**Ans:** The best answer to this question is that you are comfortable working in both the situations. You can give the same productivity while working alone as well as part of a team. You can cite certain examples wherein you have successfully achieved targets while working alone as well as part of a team.

### **What kind of a work environment do you prefer ?**

**Ans:** You can reply by saying that you are comfortable in any kind of work environment. Then you can enquire politely about the work environment at that company. After they have described it, carefully pick the keywords used by the hiring manager and effectively state your preference of the work environment where you will like to work.

### **Is there anything about the company or the job that you would like to know ?**

**Ans:** This is one of the most pertinent questions and you should be prepared in advance for this one. You are not only giving an interview but also trying to assess if the company is really good for you. You should be ready with questions for the hiring manager like what is the company's management like. Or how many people work in this department? This also reflects positively on your personality and the readiness to know everything beforehand to make a decision.

# Sales Interview Questions

## **Please describe yourself?**

**Ans:** Please do not go into a lengthy diatribe about yourself. Mention precisely and in a concise form about the educational qualification you have, your past professional experience and a small bit about your family background.

## **What would your previous manager say about you?**

**Ans:** You should be able to reply this question with confidence. Do not start boasting about yourself. You can give a composed reply that he would use words of appreciation for my efforts during my tenure in that company. He would stress that I am a very hard worker and an excellent sales person who is able to use the given resources to the maximum.

## **How would you rate yourself as a salesperson on a scale from 1 to 10?**

**Ans:** This is one of those questions which are asked to assess the self-belief of the candidate. If the candidate ranks himself/her on a lower scale, then he/she lack self-belief. But if they rank themselves too high then it might imply that they are self-obsessed and arrogant. The golden way is to project yourself in such a manner that you are ranked higher and you are able to convince the interviewer as to why you are capable of such a ranking. This shows that you are confident and aware of your selling skills.

## **Why are considering this company?**

**Ans:** You should be very ready with a thorough research on the company, its product range and the market share it captures. You should also be in a position to state their overall performance which can be obtained from the company website.

## **When was the last time you created a marketing innovation, which energized you, and why did it do so?**

**Ans:** You should be able to answer this question based on your past performance. Before appearing for the interview, you should recollect and refresh the achievements or successes that you have had and the innovative ideas that you developed for marketing your product. You should be in a position to explain the technique and its results in a convincing manner to the interviewer.

### **Apart from financial considerations, what is challenging about marketing ?**

**Ans:** You should be able to explain the risks and challenges that are present in the marketing field. He/she should also be aware of the latest developments in the market and should be able to state them in a systematic manner.

### **What steps do you take when you have an idea to improve either a company service or product ?**

**Ans:** You should answer this by saying that you will approach your superiors first and discuss the whole idea with them. If they are convinced of the viability and profitability of the venture, then the process could be taken ahead. They should have a commitment to improving products and services which increases positive customer relations. They should want to create a feeling of loyalty and build trust with co-workers and customers.

### **What steps do you take to promote a business idea to your manager ?**

**Ans:** You should be very clear in your mind as to what are the approaches that you need to adopt while talking to your manager about a business promotion. You should be in a position to convince the interviewer that after you have done your presentation before the manager, you are confident that he/she is going to think upon your strategy for business promotion.

### **Is your objective to sell the company or the product when target marketing a customer directly?**

**Ans:** You should be in a position to establish a relation between the product, the company and the customer satisfaction. You should stress upon the fact that the reputation of the company and the product is interwoven and linked with each other. So either ways it affects both of them. A customer doesn't differentiate a company from its product. So even if the product is being sold, the company automatically is given due consideration.

### **Tell me about a situation where your contact person changed at a key account, how did you adjust to the new contact ?**

**Ans:** This question is asked to see or assess your reactions to any given situation. The best way answer is by describing the way you adapted to that situation, maintained your level of performance and delivered the results successfully. This shows that you can work in any situation, with any set of people and yet yield results.

## Management Interview Questions

**What do you consider to be the most challenging aspect about being a manager in business today?**

**Ans:** In this highly competitive business world, the managers face a lot of challenges including having access to fewer resources, managing a diverse set of teams, and having to perform against the ever changing market patterns and competitiveness. You should have a thorough knowledge of the market, the latest trends and you should be able to relate this to the job for which you are being interviewed and the company which you are planning to be a part of.

**What are the most critical skills a manager needs to succeed in today's business climate?**

**Ans:** You should be aware of the key behavioral competencies for a management position. While answering this question you can relate them to the various management tasks like planning and execution, cost control, developing and motivating employees and managing change as well.

**What important trends have you picked up in our industry?**

**Ans:** You should be updated on the latest trends in the industry. While answering for this question, you should be in a position to describe two or three market trends which will demonstrate your knowledge of the industry. You could cite trends related to technological challenges and opportunities, current economic conditions and demands and growing competitiveness.

**Give me an example of how you used your leadership skills to help your project team meet a difficult challenge.**

**Ans:** Effective managers lead by example. Good leaders enable team members to feel they have a real stake in the project and encourage them to participate in problem-solving and decision-making. While answering this question you should think back upon one of the more successful projects which you had taken up and successfully completed in spite of the many challenges you had to face along the way. You should be able to talk about the process you adopted and the role of each team member because every good leader knows that nothing can be achieved without collective team efforts.

**Describe a time when your communication and interpersonal skills helped in dealing with difficult clients or team members.**

**Ans:** Communication plays a major role in any management project next only to leadership. The ability to communicate effectively with people at all levels is regarded as the second most important project manager skill. Good project management requires clear communication about objectives, roles, responsibilities, performance, expectations and feedback. The project manager should be able to effectively influence and persuade clients and the team to ensure success. While answering this query, you should be in a position to draw from your past experiences and be able to cite at least one example which highlights the fact that a proper and effective communication from you led to the satisfaction of a difficult client and the success of the project.

**Have you ever had to discipline a problem employee? If so, how did you handle it?**

**Ans:** This question may be asked if you have applied for a supervisory position. This question deals with a very sensitive issue. To handle such kinds of situation, one needs to apply problem solving skills, listening skills and a bit of diplomacy. You should be able to tell your hiring manager about a situation which needed all these skills and how you helped the worker. If they had yielded positive results and the employee had turned around then be sure to mention it. But if all your techniques failed, mention the company policies that you followed in this instance and how it worked.

# Interview Questions for Employers

## **How best will you describe yourself?**

Answer to this query must be more about the job skills rather than your personal life. You can share information about your academic background & the way it has helped in your career growth. You can also share experience about the past employment & mention any community work you are involved in & the level of satisfaction you derive from it. Mention the positive impacts of your volunteer work in terms of organizational, time management & leadership skills.

## **What do you think are the strengths you possess to succeed in your career?**

If you really enjoy taking up new challenges & finding a systematic & proper ways of tackling them, then it is one of the most useful strength you possess in any kind of situation. But please follow it up with some concrete examples.

## **What are the weaknesses you feel you have and how have they impacted your working?**

One of the “good” weaknesses might be that you are reluctant to leave office behind when you go home in the evening. This is a very difficult question which is asked not too frequently but one needs to be prepared for it. Never ever mention that you have the tendency to be temperamental, your laziness or the fact that you enjoy gossiping. You will be fired even before you are hired. If you mention a weakness such as your lack of patience with people who don't do their share of the work, you should also mention that you keep this impatience to yourself and try very hard not to show it in front of others.

## **What specific goals, including those related to your occupation, have you established for your life?**

The most appropriate answer would be to mention that you would like to work in the company like the one where you are for the interview. It will also be a good idea to speak about your contribution in terms of leadership, interpersonal & technical skills. These will definitely take you way ahead in your chosen career.

## **Give us one reason as to why we should make a major investment in hiring & training you?**

You should come out & spell all the positive aspects you have which are indeed needed for making any career. You should also be explicit in making them believe that you are far better than the others in the race. You could back it up with a few examples which prove that you have an attitude for excellence and that it is this aspect which makes you stand apart from the crowd.

# Phone Interview Questions

## **Please tell me about your background?**

You should keep this precise & concise. This should include the name of your previous company, date of employment, job title & description & your responsibilities. You should also speak about the reasons you are looking for a fresh job.

## **What do you know about this company?**

This is a very pertinent question and you need to prepare in advance about it. Do a complete research on the company online. Review the “About Us” section of the company website. You can also search for company information on Google, check blogs, discussion boards & social networking sites. You can also search for some alumni who are/were working for the company.

## **Why do you want this job?**

This is a sticky question & you need to be very clear about why you want to take up this job. What you can say is that you want this particular job because you have the qualifications & you are sure that it will make a difference. You can also reply that it seems tailored to your competencies which is a positive aspect.

## **How can you contribute to this company?**

This is a question to know as to how the company will benefit by hiring you. The best answer would be if you could relate your past experiences to the present job profile and what you can achieve in the future. You can also mention the skills that you possess which will be very useful to achieve targets and also to work effectively in a team.

## **Would you like to know anything from us?**

This question is asked as the interview draws to a close. To answer this effectively, you should have your questions ready. This is not merely a way of getting a job, but you are also trying to assess the company and the position for which you are being interviewed.

# Interview Questions for Fresher

## **Tell us something about yourself?**

This is the most frequently asked question for which one needs to be fully prepared. You need to have a short statement prepared in your mind. Be careful that it does not sound rehearsed. Lay more stress on the job related skills rather than your personal details. Include your work experience (if any), educational qualifications & little information about your family background. This is an open ended question and can help you in taking the interview in which ever direction you want it to go.

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

This is a most pertinent question and you need to do some research on the organization before you appear for the interview. Find out about their history, where they have been and where they are going. You should also find out the current issues and who are the major players.

## **How would you describe the ideal job?**

Ideal job for me would encompass warm environment with individuals working independently towards team goals or individual goals. Minor elements such as dress codes, cubicles & the level of formality are the least of my concerns. Most important to me is an atmosphere that fosters attention to quality, honesty, and integrity.

## **Interests:**

Some of my interests include dogs, hiking, water sports, writing, reading especially fiction novels, drawing, crafts, and computers.

## **What are your strengths?**

You could reply to this question by speaking about the most effective strength you have and which has always come useful to you. You could mention that the ability to teach myself difficult material, regardless of the subject is one of the most important strengths I possess.

## **What are your weaknesses?**

You could mention that you have a tendency to try and do many things which leaves very little time for yourself. You could also mention that you are striving to maintain a balance for the last several months which is slowly yielding results.

## **Are you ambitious?**

You can say that I am very ambitious in the more pragmatic way that I don't like to get a feeling of stagnancy. I always strive to get new experiences and learn new things.

## **Are you ready to relocate ?**

You need to use a bit of diplomacy and finesse for this question. Do not close the discussion at the earlier stage by saying a direct "No". What you can say is that for a right position and right company relocation should not be a problem.

## Tips - Preparation, Dressing, Things to Avoid

An interview is an opportunity to showcase your qualifications & skills to the prospective employer. So it always pays well to be prepared thoroughly for it. The following information provides some helpful hints to all the interviewees who have applied & received an interview call.

### **Practice**

- Practice replying to the questions by having mock interviews with friends or relatives
- Study the typical questions asked at the interviews
- Use actual examples to describe your skills & present evidence of your successes

### **Prepare**

- Learn about the organization & prepare good questions to ask at the interview
- Request a copy of the company's employment terms & conditions or employee handbook before the interview, in order to save time covering routine matters
- Have a specific job or jobs in mind & review your qualifications for the job
- Know the name of the interviewer beforehand and use it appropriately
- Be ready to answer broad questions, such as "Why should I hire you?" "Why do you want this job?" "What are your strengths and weaknesses?"

### **Personal appearance:**

- Be well groomed
- Dress appropriately meaning minimum jewellery and well coordinated dress
- Do not chew gum or smoke
- Cell phones & iPods are strictly out of bounds

### **The Interview**

- Be early & greet the interviewer with a firm handshake
- Use of good manners is always appreciated
- Relax and answer each question concisely
- Review your personal goals & be able to speak openly & honestly about them & how you plan to achieve them
- Avoid use of slang while speaking
- Be cooperative & enthusiastic & project a positive mind set through your body language
- Ask pertinent questions about the position and the organization, but avoid questions whose answers can easily be found on the company Web site.

- Also avoid asking questions about salary and benefits unless a job offer is made
- Thank the interviewer when you leave and shake hands.

### **Documents to bring to an interview**

- Social Security card & Government-issued identification (driver's license)
- Three copies of the recently updated CV. Even if already supplied, you should take 1 for the interviewer, 1 for you and a spare one for any other colleague of the interviewer.
- Three references from people who know you professionally. Get permission before using anyone as a reference. Make sure that they will give you a good reference. Try to avoid using relatives as references.
- Transcripts. Employers may require an official copy of transcripts to verify grades, coursework, dates of attendance, and highest grade completed or degree awarded.

### **Frame of Mind**

- Relax and Stay calm during the interview
- Maintain eye contact with the interviewer
- Listen carefully before answering to any question
- Do not interrupt the interviewer while he/she is phrasing the question

### **Follow Up**

Always follow-up with a thank you note reiterating your interest in the position. If you interview with multiple people send each one a thank you note.

## Cover Letter Template (Hard Copy Version)

Your Name:

Address:

Phone Number:

E-Mail Address

Date:

To,

Mr. /Ms. /Dr.,

Name of the Company,

Address of the Company,

Name of the City

**Sub:** Application for the Post of (Name of Post)  
.....

Dear Sir/Madam,

This is in reference to the position of (Name of Position) ..... advertised in the national daily/local newspaper (Name of Newspaper) ..... dated (Date of Advertisement) ..... Please find attached my Curriculum Vitae, Application Form and all the required documents mentioned in the advertisement.

I have ..... years of experience in the field of (Name of Field) ..... Currently I am working as (Present Designation) ..... at (Name of Present Company) .....

I believe I can add value to the (Name of Position) ..... position through my years of experience and genuine enthusiasm for excellent work. Please contact me should you require any further information.

Sincerely Yours,

Name

## Cover Letter Template (E-mail Version)

Date:  
From:  
Subject:

To:  
Attachments: CV

Dear Mr./Ms./Dr.

This is with regards to the advertisement posted on your website for the post of (Name of Post) ..... Please find attached my Curriculum Vitae for the above mentioned position. I'm particularly interested in this position, which is in perfect relation to my ..... years of experience in (Name of Field) .....at .....level.

I'm currently working as (Name of Current Position) ..... at (Name of Current Company) ..... and I believe I meet all the essential criteria of the position. My work at (Name of Current Company) ..... has been rewarding and productive. However, I wish to expand my career further. I see the ..... role as an integral part of my intended future career path, building on my previous achievements.

The position also has a definite correlation with my practical knowledge and experience. You'll see from my CV that I have been deeply involved in management and development of ..... including in particular our highly successful ..... services for staff and management. These strategies, policies and services are very closely linked to the fundamental element of the position.

I feel that I am well qualified to make an effective and useful contribution to..... I have researched ..... excellent record and I'm enthusiastic about the chance to participate in a meaningful role with an industry leader in the field.

Thank you for your consideration of my application. Please contact me should you require any further information.

Yours sincerely,  
Name  
Address  
Phone Number

# Resume Template

## Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Phone (Cell/Home): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Objective (Optional)

Career Goals: \_\_\_\_\_

## Career Highlights

- \_\_\_\_\_
- \_\_\_\_\_

## Professional Experience (Starting from the most recent job to the 1<sup>st</sup> one)

Name of the Company: \_\_\_\_\_

Year: \_\_\_\_\_

Designation: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Achievements: \_\_\_\_\_

## Educational Background

Degree/ Diploma/ Vocational Course: \_\_\_\_\_

Name of the Institution: \_\_\_\_\_

Academic Year: \_\_\_\_\_

## Awards/ Achievements

- \_\_\_\_\_
- \_\_\_\_\_

## Skills

## Extra-Curricular Activities

Papers/Written Journals/Publications:

Member of Any Institution/Club/Forum/Group:

## Interests

I hereby declare that the above mentioned information is correct and true to the best of my knowledge.

Date:

(Name)

# Top 50 Questions

## **1. Describe yourself to me.**

This is a very basic & tricky question. Do not go into the details about your family background & your life. This question is related to your professional life. So be concise & describe about your educational & professional qualifications. Please try to produce hard evidence of your professional accomplishments to support your answer. End your summary of yourself by stating that you are interested in this company & really want to be a part.

## **2. How did you know about this job?**

For this question you could mention the source from where you saw this job opening like the newspaper advertisement or online job sites. You could also mention that while browsing through your site you saw the career opportunity.

## **3. What idea do you have about this job?**

You could reply by saying that I know as much as I could learn from the advertisement & the company website. This will show that you believe in preparing well for any assignment.

## **4. What are your strengths?**

This is a most often asked question. You should be ready with a list of 5 personal job-related strengths ready to name and explain how you have used them.

## **5. What are your weaknesses?**

This question is not meant to bring into light the negative aspect of your personality. It is used for knowing about the means that you have adopted to turn the negative points into your strengths. This will show that you know yourself & that you regularly examine your skills & improve them.

## **6. Can you specify as to why is there a gap in your resume ?**

Any gap in your resume is bound to draw attention. You should be very honest while speaking about the period of unemployment in your resume. Layoffs are a common feature in this century. So you should mention the fact that you were laid off and were into temporary jobs. Temporary employment or an intense job search of several months are both fine. If you took time off to care for a sick family member, state this very briefly and do not dwell on it.

7. Why do you want to work with this organization?

8. Where do you see yourself five years down the line?

9. Tell me about something you did recently that was not part of your job?

10. How have you grown in your current job?

11. What kind of skills did you use in your past job?

12. What are you seeking in your next job?

13. What type of compliments do you receive from your peers or supervisors?

14. What happens when two priorities compete for your time?

15. Can you describe a recent situation in which you accomplished an important objective in a brief period of time?

17. Are you willing to work in shifts?
18. What are your salary expectations for this job?
19. What role are you ready to take in a group?
20. Who has been an inspiration for you?
21. What is more important to you money or success?
22. Rate yourself on a scale of 10.
23. How do you handle repetitive tasks?
24. How do you keep others informed on work issues?
25. How do you ensure all of your work gets accomplished in a productive manner?
26. What was the biggest professional risk you have taken and what was the outcome?
27. Tell me about the last time you had to work with someone inside or outside of your department to accomplish a goal.
28. Describe a time when you dealt with a conflict situation and how you resolved it.
29. If your supervisor criticized you unfairly, how did/would you handle it?
30. What do you expect from this job?
31. Do you know anyone working with this organization?
32. What do you like best about what you have learned about this job?
33. Are you willing to travel?
34. Why are you leaving the organization you work for?
35. What *is thinking outside the box* to you?
36. How do you rate yourself in computer skills? Please describe the programs and software that you can use well.
37. Can you perform Internet research? Please describe to me your steps in doing so.
38. How would you handle a client coming in to town from a foreign country, say Japan?
39. Do you work better on a team, with just one partner, or alone?
40. What is your dream job?
41. How would you describe your work style?
42. What do you think of your previous boss?
43. What can you do for us that other candidates can't?
44. What were your responsibilities in your last position?
45. What irritates you about other people, and how do you deal with it?
46. What is your greatest fear?
47. How do you handle change?
48. If I were your supervisor and asked you to do something you disagreed with, what would you do?
49. What's the most difficult decision you've made in the last year?
50. What do you do in your spare time?

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