



TOP 10 INTERVIEW QUESTIONS

IBS

SCHOOL OF COMMERCE

TELL ME ABOUT YOURSELF ?

- **Start with your name**
- **Give your place information**
- **Education in short**
- **Job experience if any**
- **Family details in short**



Example:

My name is Jeena .I live in Mumbai. I have taken B.Tech in computer Engineering and MBA in HR.I have two years experience in HR and In my family , I have mother ,father and a brother.

WHY DO YOU WANT TO WORK OUR COMPANY?

- **Tell them what you like about company**
- **Relate it to your longtime career goals**



Example:

Sir ,It is a great privilege for any one to work in a reputed company like yours. When I read about your company, I found that my skills are matching with your requierments.where I can showcase my technical skills to contribute to the company's growth

WHAT ARE YOUR STRENGTHS?

- Adaptability
- Honesty
- Hardworking
- Flexibility
- Optimistic
- Fast decision making
- Persistence
- Self motivated



Example:

I am honest ,self motivated and hard working girl with positive attitude towards my career and my life

WHAT ARE YOUR WEAKNESS?

- Straight forward
- sensitive
- More talkative
- Trust people very quickly
- I cant say 'no' when some one ask for help

Example:

- I cant say 'no' when some one ask for help and I am straight forward



Note :Don 't say more than two weakness. You may be disqualified

WHY SHOULD I HIRE YOU?

- Share your knowledge
- Work experience
- Skills related to job
- Career goals

Examples:

If you are a fresher

Sir, as I am fresher, I have theoretical knowledge only but I can do hard work for my organization. I will use all my efforts for the progress of organization. Being punctual and sincere, I can finish the work given to me on time and I will try the best of my ability for fulfill company's needs

If you are experienced

With respect to my experience, I satisfy all the requirements of this job, i am sincere with my work and will never let you down in any way. I promise you will never get regret for the decision to appoint me in you organization



TELL ME WHAT YOU KNOW ABOUT THIS COMPANY?

- Study about the company in details
- Research about the company current issues
- Update your knowledge about their competitors
- Know the names of their owners and partners



Example:

It is the one of the fastest growing company in india. The work environment of the company is very good. People feel proud to be a part of the company as company provides full support to their employees .in professional front it has many branches across the world.so I have good opportunity to show my talent

WHY ARE YOU LOOKING FOR A JOB CHANGE?

- Thanks to previous organization
- Explain what you learn from past job experience
- Share your reason for job change
- Relate to 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 every one to enhance our skills, knowledge, personal growth and financial growth. I think your organization will be a good platform from where I can learn more.

WHAT ARE YOUR SALARY REQUIREMENTS?

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



Example:

Fresher

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

If you are experienced

I have seven years of experience in HR field. My current CTC is 6LPA. Salary has never been a big issue for me. Still, I am expecting salary as company norms as per my designation, qualification and my experience which can help to maintain the standard of level of my personal and economical needs.

WHAT ARE YOUR CAREER GOALS?

- Short term goal
- Long term goal



Example:

My short term goal is to get a job in a reputed company where I can utilize my skills and improve my career path .my long term goal is to be in a respectable position in that organization

FINALLY ,DO YOU HAVE ANY QUESTIONS TO ASK ME ?

- Express thanks
- Salary structure
- Job timings
- Job location
- Overtime allowance
- Training period
- Transport facility



Example:

Thank you for giving this opportunity .sir I would like to know the job timing and transport facility and what will be the job location and the salary scale for this job in your organization



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