

# 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.

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

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

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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.

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

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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.

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

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

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## 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.

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

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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"><li>• My goal is to buy an Audi or a house.</li><li>• I want to get married in 2020.</li></ul>	<ul style="list-style-type: none"><li>• Talk about desire to learn more and improve your performance.</li><li>• Be specific as possible about how will you meet the goals you have set for yourself.</li></ul>

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