

# Facing an interview

Personal Interview is not only the test of your knowledge but also the test of your overall personality and confidence level. How effectively you communicate is more important than how much you know about any particular subject or issue. So you have to face the interview as naturally as possible and also you should be as honest and transparent as possible because interviewers firmly believe that if your aptitude is weak it can be improved but if your attitude is weak, they have better options. So try to be smart enough but don't try to be over smart... And also we should not forget that we might be facing interview first time but interviewers have routine business!!!

Some of the frequently asked questions are detailed below with the possible answers. You may have better answers but you should be very careful about your grammatical abilities as well as communication skills... I am sure following set of question answers will help you face interviews in a smart way.

## **Basic Interview Questions...**

- Tell me something about yourself
- What are your greatest strengths?
- What are your greatest weaknesses?
- Tell me something you did or failed to do... that you are ashamed of.

## **Tell me something about your self.**

- Start with the present.....
- Try and ask questions to uncover the interviewer's greatest needs.  
"All I know is that....."
- Follow it up with a second or third question...  
"In addition to that????"
- Try and correlate his needs with your qualifications NOW....

## **What are your greatest strengths?**

- Your impression should not be arrogant at the same time do not be too humble...
- Mentally list down your greatest strengths
- Also have corresponding examples
- Memorize them... should be able to talk about them at 3 in the night

## **What are your greatest weaknesses?**

- This is an eliminator
- Will get an A grade for Honesty but an F grade for the interview
- Disguise a strength as a weakness
- Think about the example too...
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## **Something you did-failed to do... Are ashamed of it....**

- Do not take out your guilt
- Do not express regret regarding a family or professional problem
- You can say that you never have any regrets
- Its just important to never repeat the same mistake again
- The best way to avoid regrets is to avoid causing them... so I do.... To avoid them....

## **Why should I hire you?**

- You are lucky if he asks you this question
- Explicitly or implicitly he will require the answer to this question
- FILL in his NEED
- Every NEED which is FILLED, you score a point

### **Where do you see yourself 5 years from now?**

- Objective of the question is...
  - Whether you would stay back for long?
  - Wants to gauge your level of ambition.
- Assure your employer that you are looking forward to a long term relationship.
- As for your the future, I believe that if I work with sincerity and excellence, the future would take care of itself.
- Am confident that .....

### **Why do you want to work at our company?**

- The question intends to test whether you have done your home work about the firm
- This is a full toss (if u r prepared), need to hit a SIX.
- Sources for researching are... Annual reports, corporate news, articles, web sites, etc...
- What should you try and find out?
  - The management
  - The product/service
  - The Industry (leader, total market, global scenario)
  - The job profile

### **What good books have you read lately?**

- Never lie
- At the same time, you can't afford to say "None"
- Consider it as a part of your interview preparation....
  - Read a few books on management
  - A few best sellers
- They should be QUALITY books.

### **Would you lie for the company?**

- The guy wants you to choose between "INTEGRITY" and "LOYALTY"
- Avoid choosing between them...
- If pressed too much always choose INTEGRITY

### **Can you work under pressure?**

- The obvious answer is YES
- But you need to convince him...
- So give an example... Its V IMP

### **Who has inspired you in your life and why?**

- If you are unprepared... means you have never been inspired in your life
- If you give an irrelevant name... means you have wasted an opportunity to present great qualities to the company

### **Dressing for an interview**

A recent article in USA today marked out the dressing pattern of candidates appearing for interview

- Wearing jeans
- Purple sweat suits
- Wearing sneakers
- Spiked hair
- Pierced body...

### **Does dressing matter?**

- According to surveys 55% of another person's perception of you is based on how you look.

## Formal question answers:

### [“The Opinion Question” – What do you think about ...Abortion...The President...The Death Penalty... \(or any other controversial subject\)?](#)

In all of these instances, just remember the tale about student and the wise old rabbi. The scene is a seminary, where an overly serious student is pressing the rabbi to answer the ultimate questions of suffering, life and death. But no matter how hard he presses, the wise old rabbi will only answer each difficult question with a question of his own.

In exasperation, the seminary student demands, “Why, rabbi, do you always answer a question with another question?” To which the rabbi responds, “And why not?”

If you are ever uncomfortable with any question, asking a question in return is the greatest escape hatch ever invented. It throws the onus back on the other person, sidetracks the discussion from going into an area of risk to you, and gives you time to think of your answer or, even better, your next question!

In response to any of the “opinion” questions cited above, merely responding, “Why do you ask?” will usually be enough to dissipate any pressure to give your opinion. But if your interviewer again presses you for an opinion, you can ask another question.

Or you could assert a generality that almost everyone would agree with. For example, if your interviewer is complaining about politicians then suddenly turns to you and asks if you’re a Republican or Democrat, you could respond by saying, “Actually, I’m finding it hard to find any politicians I like these days.”

(Of course, your best question of all may be whether you want to work for someone opinionated.)

### [If you won \\$10 million lottery, would you still work?](#)

This type of question is aimed at getting at your bedrock attitude about work and how you feel about what you do. Your best answer will focus on your positive feelings.

Example: “After I floated down from cloud nine, I think I would still hold my basic belief that achievement and purposeful work are essential to a happy, productive life. After all, if money alone bought happiness, then all rich people would be all happy, and that’s not true.

“I love the work I do, and I think I’d always want to be involved in my career in some fashion. Winning the lottery would make it more fun because it would mean having more flexibility, more options...who knows?”

“Of course, since I can’t count on winning, I’d just as soon create my own destiny by sticking with what’s worked for me, meaning good old reliable hard work and a desire to achieve. I think those qualities have built many more fortunes than all the lotteries put together.”

### [Looking back on your last position, have you done your best work?](#)

To cover both possible paths this question can take, your answer should state that you always try to do your best, and the best of your career is right now. Like an athlete at the top of his game, you are just hitting your career stride thanks to several factors. Then, recap those factors, highlighting your strongest qualifications.

Why should I hire you from the outside when I could promote someone from within?

Help him see the qualifications that only you can offer.

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).”

### [Tell me something negative you’ve heard about our company...](#)

Just remember the rule – never be negative – and you’ll handle this one just fine.

### On a scale of one to ten, rate me as an interviewer.

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."

In other words, pay him a sincere compliment that he can believe because it's anchored in the behavior you've just seen.

### **How many hours a week do you normally work?**

If you are in fact a workaholic and you sense this company would like that: Say you are a confirmed workaholic, that you often work nights and weekends. Your family accepts this because it makes you fulfilled.

If you are not a workaholic: Say you have always worked hard and put in long hours. It goes with the territory. In one sense, it's hard to keep track of the hours because your work is a labor of love, you enjoy nothing more than solving problems. So you're almost always thinking about your work, including times when you're home, while shaving in the morning, while commuting, etc.

### **What's the most difficult part of being a (job title)?**

First, redefine "difficult" to be "challenging" which is more positive. Then, identify an area everyone in your profession considers challenging and in which you excel. Describe the process you follow that enables you to get splendid results...and be specific about those results.

Example: "I think every sales manager finds it challenging to motivate the troops in a recession. But that's probably the strongest test of a top sales manager. I feel this is one area where I excel."

"When I see the first sign that sales may slip or that sales force motivation is flagging because of a downturn in the economy, here's the plan I put into action immediately..." (Followed by a description of each step in the process...and most importantly, the exceptional results you've achieved.)

The "Hypothetical Problem"

Instead, describes the rational, methodical process you would follow in analyzing this problem, who you would consult with, generating possible solutions, choosing the best course of action, and monitoring the results.

Remember, in all such, "What would you do?" questions, always describe your process or working methods, and you'll never go wrong.

### **What was the toughest challenge you've ever faced?**

This is an easy question if you're prepared. Have a recent example ready that demonstrates either:

A quality most important to the job at hand; or

A quality that is always in demand, such as leadership, initiative, managerial skill, persuasiveness, courage, persistence, intelligence, etc.

## **When you think everything is someone else's fault, you will suffer a lot.**

-Dalai Lama