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**Q1. Please tell me something about yourself??**

Ans. Sir(s)/Madam(s) my name is XYZ and I have completed my B.E / B.Tech from this wonderful college which is a premiere Engineering college.

Regarding my family background, my father is a ( Occupation details ) and my mother is a housewife / ( Occupation details ), my Brother is doing his job/qualification and my Sister is doing her job/qualification/marital status. I am very lucky with my parents who have given me the best of education and taught me the importance of values.

Regarding myself Sir, I have been a very good student/I have done my education in very difficult circumstances/I belong to a small village where Engineering qualification is very difficult to get. I aspire to be a very/highly successful person in my job and contribute whatever I can to society and to those who need any help in studies/jobs etc.

**Q2. Why have to chosen to apply for this job?**

Ans. I want to make my career in a field where I can compete with the best, where there is a lot of challenge and growth Sir and I feel my leadership qualities can be used best. I also wanted to practically implement whatever I have learnt and acquire lots of knowledge in my career, hence I have chosen this field for a career Sir.

**Q3. What are your strengths?**

Ans. Mention your 3 major strengths, and be very honest about them. It is necessary that strengths like intelligence, inquisitiveness, innovativeness and inventiveness, leadership qualities, patience, knowing what is expected of me and delivering as per expectations, positive thinking, focused approach, high concentration levels and motivation levels, strong mindedness, being generally successful in whatever you do ( and any other strength ) are mentioned because they influence a company's or organisation's performance. These qualities add a lot of value to an organisation's functions and will be a major influence in selections into Corporates.

**Q4. What are your weaknesses?**

Ans. Weaknesses should not be mentioned, and strengths need to be mentioned as weaknesses in order to improve chances of recruitment. For example, too much focus is a sort of a weakness and mental alertness to notice the small things that go along with the task at hand; straightforwardness though important is not a strength and a bit of diplomacy is the order of the day ; I need to learn a lot more languages to become a good technical professional; I need to know when to stop because I sometimes exert myself too much; I get emotionally attached to my work and responsibility and tend to take failure to heart, so I need to be less emotional; my general awareness needs to improve. Even irrelevant weaknesses like: I eat too much, I need to improve my dress sense, I need to be more cheerful, my judgement of people needs to improve etc can be given.

**Q5. Why should I select you for this job / what is the one reason why you should be selected / What unique value do you get to the job**

Ans. Present any value like innovativeness, fresh approach, leadership qualities, team work, maturity, patience, focus, good and prompt decision making capability, can take responsibility, do not need constant monitoring, adaptability and flexibility, commitment etc and any such quality as your unique identifiable quality

**Q6. What is your idea of leadership, what are qualities required of a leader?**

Ans. Leadership is principally not creating the feeling to subordinates that you are the leader, it involves setting the right example, sharing rewards for success together with the team and taking personally taking responsibility for failure. A leader would have to be patient, a very good listener, a firm decision maker and a person who can be trusted to take decisions on behalf of the team. Delegation of work to the right persons and getting work done is the final responsibility of the leader. Leadership is more we and less me, and any presence of ego in the leader can be disastrous for the cause.

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**Q7. Are you willing to work anywhere or do you have preferences?**

Ans. Any location with an organisation like yours is a privilege Sir, getting a chance to work with your Organisation is sufficient Sir.

**Q8. Do you have any questions?**

Ans. Yes Sir, I would like to know of your Organisation's growth plans, new technologies that the company is implementing, new locations that the company is opening offices, what are my chances of growth in the organisation, how fast and how soon and how much can I grow in the organisation, could you mention examples of the professionals who grew the most in recent times in the organisation, etc.

**Q9. WHAT DO YOU KNOW ABOUT OUR ORGANISATION?**

Ans. Find out from the website about the Organisation details like the CEO, MD, Chairman etc, Turnover, Products, Technologies, Plans, Tieups, History, Presence in India and abroad including how many offices etc.

**Q10. What is the Salary/Remuneration ( CTC, Cost to The Company ) that you are expecting?**

Ans. Sir, as much as I am aware/my knowledge goes on Salary Standards for an Organisation of the caliber of yours, 12k-15k is what I would expect, although what is more important for me is the challenges and work culture that I would get and the resultant value I would attain during a minimum 3-5 years time that I will spend with your organisation.

**Q11. What would you do if you got a better and very attractive offer 1 year from now?**

Ans. That I will get a better offer 1 year from now will give me a lot of confidence that I do have rare abilities, but I am sure that it would be based on my capabilities and not my knowledge at that point in time. Also better offer can be in terms of greater salary and slightly better position Sir, but I am sure that I can earn and grow better in your organisation. For me it is more important to attain sufficient knowledge and value over 3-5 years minimum, which is the time it takes anyone who is capable to gather some kind of knowledge and confidence Sir. I am not in a hurry to grow

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and if possible I would like to achieve the highest growth and position in my first Organisation itself  
Sir, because I am sure that is the best and surest way to grow.

**Q12. Just imagine your work timings are upto 6.30 pm, and somebody very important calls up at 6.15 pm and says she/he wants to meet you at 6.45 pm and you agree. But your Project Manager calls up at 6.25 pm and says there is an urgent meeting, what would you prefer to do?**

Ans. Sir I will attend the meeting because if the person who is scheduled to meet me really loves and respects me, he/she will appreciate that I had to attend to something which required immediate attention and priority.

**Q13. Who is your role model?**

Ans. It is good to mention a good role model like Sudha Narayana Murthy, Helen Keller, Shakuntala Devi or even somebody you know and want to model like your parents, grandmother/grandfather or anybody who is known to you and not famous. But it is necessary to mention reasons and what qualities you admire and want to imbibe that are there in those mentioned. It will be great if a few role models are mentioned and what qualities in each you would like to emulate.

**Q14. What is your ambition in life?**

Ans. Must give a good ambition like reach the highest position in my Organisation, earn so much that I can help lots of those who need help, achieve something very great, earn lots of money and position etc. REMEMBER THAT THIS QUESTION IS AIMED AT FINDING OUT HOW FOCUSED AND AMBITIOUS YOU ARE AND IS A GREAT CHANCE TO CREATE AN EXCELLENT IMPRESSION AND RESPECT FOR YOURSELF from the Interviewer. It must be remembered that doing MS in the US, doing M Tech in IIT etc cannot be the answers because they will prevent you from being selected and show that you are a poor decision maker and unreliable and may not join even after you are selected. You may say that I want to improve my qualifications while working, and also remember that some organizations will give you a break for study if you

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get a seat in IIT in M Tech; and most organizations will prefer to retain you if you get into an IIM and may even work out a fresh deal with you if that happens.

**Q15. Why have you chosen to enter this field and not the line in which you are getting educated, do you think you are taking the right decision ( This is for the not IT Students preferably, though IT & CSE Students can get this question too )?**

Ans. Sir, I am sure the knowledge I have acquired during my Engineering can be in some way applied in the Software field, also mention what basic knowledge and processes that you learn in your Engineering are applicable in any occupation that you would choose, and also that Software Technology provides lots of challenges, growth and earning opportunity which is a temptation which is hard to resist (this is an honest answer which will be appreciated)

### **DRESS SENSE**

Dress code for an interview is not defined by rules but requires that the interviewee present himself / herself in a pleasant and attractive manner in order to create and sustain the good first impression that was created when the interviewer(s) first sees the interviewee till the time a decision is taken whether to select or reject the candidate vying for selection.

**ANY DRESS THAT FEELS COMFORTABLE, GIVES CONFIDENCE & MAKES ONE FEEL GOOD NEEDS TO BE WORN**

For **men**, it is important that a light coloured shirt and a dark coloured trouser is worn, although a dark coloured shirt and a light coloured trouser will not be out of place. But it is important that the shirt and trouser be of contrasting colours and should match as a combination, and care should be taken that the dress worn is not too fashionable and flashy/gaudy because it can divert and distract attention from the applicant's capabilities like facial expressions, communication skills and knowledge and may even annoy and antagonize the interviewer. Trousers have to be plain



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and uni-coloured as a rule, and shirts can at best have small checks and not designs etc and preferably need to be plain coloured. TIES HAVE TO BE WORN, and they should match the colour of trousers, belt and shoes worn.

Shoes with laces have to be worn, should be well polished and socks should match the colour of shoes and trousers. Shoes with belts can be avoided, although they may not influence chances of selection but can make a different impression on the interviewer.

A pen of good quality need to be carried at all times, if possible two ball point pens of black and blue ink. The blue pen can be in the shirt pocket and the black pen has to be in the folder which needs to be carried for every interview.

For **Women**, dresses to be worn need to be attractive and pleasing but not too attractive and attention catching. It needs mention here that light colours are preferable for the dresses / sarees worn and dark colours can be avoided and preferred for medium colours if possible, with good combination of leather slippers.

A pen of good quality need to be carried at all times, if possible two ball point pens of black and blue ink. The blue pen can be in the purse and the black pen has to be in the folder which needs to be carried for every interview.

#### DOS & DO'NTS

1. Be at the site of the selection at least 45 minutes in advance
2. Ensure the you have all necessary tools like resume, pens, scribbling pad  
Ready the previous day itself. Remember that borrowing and searching for something when you are asked for it creates a bad impression and reduces chances of selection.  
***Being and looking organized is a very big plus.***
3. Being well slept and well rested for a minimum of 3 days before the interview as it helps and goes a long way in enhancing chances for selection because the mind and body

are in the best of conditions. As a result, body language will be relaxed and positive, and the interviewer will surely gather a good first impression.

4. It is important that the right inputs be taken leading up to the date of Interview, and it is extremely vital and imperative that all positive and progressive inputs are encouraged and all negative and regressive inputs are avoided. For at least 10 days before Interview, it must be ensured that inputs which improve morale and confidence are to be welcomed and any input which is negative and negatively affects morale need to be avoided. Negative inputs include domestic tensions, worries etc and can also include movies with negativity, violence and tragedies etc, and this is more required for girls as they tend to watch a lot of movies and serials which portray negativity almost always. For the boys, watching too much of cricket and movies projecting violence etc have to be avoided at all costs. It is preferable to watch programmes like National Geographic Special, The Discovery, Animal Planet because they are pleasant and improve our communication skills; it must be remembered that even News Channels project lots of negative and disturbing News and hence programmes like The Big Fight etc on NDTV can be watched which are informative and involve lots of discussions and views on important issues. WATCHING BBC NEWS CAN BE AN EXCELLENT OPTION, about 45 minutes everyday will help.
5. Be in the allocated 'waiting room' at all times so that you are available and on hand at all times. Carrying a small tiffin box with something to eat will be a smart thing to do because, the only reason a candidate may leave the 'waiting room' will be because he/she is hungry. If unavoidable, please intimate and inform the representative where you are going and when you will come back.
6. ONLY LEAVE THE SITE WHEN YOU ARE TOLD YOU CAN GO AND ARE NO LONGER REQUIRED TO STAY BACK, REMEMBER THAT THE COMPANY MAY BE TESTING YOU TO SEE HOW BADLY YOU NEED THE JOB AND HOW

PATIENT YOU ARE. Enquire whether you can go, and if not clearly told, stay till you get clear information on what you have to do next and also recheck if possible. (Last time when SATYAM COMPUTERS came, one girl left thinking she will not get selected after the written test but was shortlisted for Group Discussion and had to be called from her residence. In another incident, one boy was not available when he was called for the next interview and was rejected for only that reason after he had done well till that stage).

7. Candidates waiting for their turn were seen joking and making fun when they were in the waiting room, and this may be observed by the interviewers without our knowledge and will definitely reduce our chances of selection. Such waiting time can be spent in a GD, reading newspapers or Technical Books etc. IT IS IMPORTANT THAT IF THE WAITING TIME IS VERY LONG, DIFFERENT ACTIVITIES CAN BE CONDUCTED BY THOSE WAITING FOR THEIR TURN SO THAT INTEREST IN SUSTAINED AND BENEFIT IS HAD FROM SUCH ACTIVITY. All discussions between those waiting for their turn and those interviewed and waiting for the next step need to be positive so that morale is high, anything negative that has happened or is thought to happen need to be avoided so that it may not influence future events and chances.

*That's all folks for now.....*

**ALL THE BEST!!!!!!**

DARE TO DREAM..... WORK TO ACHIEVE