

Most Common Interview Questions:

Here are a few job interview questions you might want to rehearse:

1. Why have you applied for this job?

Think carefully and mention the positive aspects that have attracted you to joining the company. Tell them about your relevant qualifications and experiences you have already possessed for this job. You can also explain that how this position and company suit your needs and expectations.

For example, you might say, "I am looking for a role that helps utilize my skills, work experience and knowledge to make a difference."

2. Can you talk through your resume?

Use this opportunity to give your professional experience in detail. Grab the chance and present the employer list of your achievements, greatest talents and accomplishments. Remember never say negative about your past companies or bosses.

3. Where would you like to see yourself five years down the line?

In this question the interviewer is looking to see that how dedicated you are to the job and the company. Even if you really do not know where would you be in five years, never say, I don't know.

You could say: I exactly don't know but I hope that the skills and experience gained will help the company reach its goals.

4. What are your strengths?

This is your chance to sell yourself. Stress on skills and experience that are relevant to the post. Tell them your ability to work under pressure, inquisitiveness to learn new things, quick learning ability and good interpersonal skills.

Give examples to prove you to be meticulous, cooperative and result oriented.

5. What is your weakness?

This is a very popular question. Be confident while answering this question and turn your weakness into your strength. Pick a weakness that is harmless to your job. For example emotional nature, never want to be a loser, highly ambitious, etc.

6. What do you look for in a job?

You can frame your answer like:

I am looking for opportunities that helps me to grow as a professional and enables me to serve the organization.

7. Cite an example when you have had to take initiative?

This is an opportunity to prove that you have quick learning abilities, make the best impression in all conditions and work effectively with staff members for achieving goals.

8. How do you get along with your colleagues?

In this question the interviewer wants to know your compatibility with your co-workers. Stress on points that show you are able to build strong working relationships and strong teams to meet goals.

9. How would your coworkers describe you?

This is a chance to use encouraging and praising words to describe you. Use words like a good team leader, excellent communication skills, truthful, decisive and sensible.

10. How reliable you were?

The interviewer wants to know that how you work on deadlines and how you come up with new ideas in a limited time to solve a specific problem.

11. What are your salary requirements?

Be careful to answer this question you should know market value of the job you have applied. You could also say that you are expecting a salary based on your job responsibilities, work experience, skills and market value. But if you have a specific salary package in your mind go for it.

12. Why do you want to work for this company?

Stress the positive aspects of the target company. It is always good to research the company in depth before interview. Talk about company turnover, products, policies, services, etc.

13. What do you know about this company?

You would be surprised at the number of candidates who turn up for interviews with very less or no information about the company. It is important that you should gather information about the company. Collect all information on company's share, turnover, etc.

14. Have you been interviewing for other jobs?

Say yes but also add: ?I have given first choice to your company.

15. What has been your greatest professional achievement so far?

Use this question as an opportunity to explain your most rewarding achievement. Talk about substantial contribution, team achievement, unique expertise, etc.

16. How do you prioritize various activities?

Often you might be in a position to decide on which activity to accomplish first. Respond this question by saying how you set priorities between urgent and important.

17. What motivates you to give your best?

This is not the time to say money, even if it is. You could be motivated by recognition for a good job done.

18. What do you think of your boss?

Tell them about your boss good points. If you do not like your boss even though don't say negative, find something good to say.

19. What is your code of conduct?

You must be aware of the sense of rightness, fairness and goodness that are defined within the company. Instead of defining guidelines for conduct, you should define yourself as an all rounder candidate who loves to work and enjoys the challenges.

20. When would you start work?

No hard and fast rule in your answer. Ask for 1 or 2 weeks grace period before starting your new job so that you would start your work without any hurdles.

21. Can you tell me something about yourself?

It is the most common question. Be prepared to answer this question in about two minutes. Stress on the relevant facts about your education, career, work experience, skills and personal and professional life. Don't forget to answer briefly and honestly.

22. Why do you think this job is good for you?

This is your chance to prove yourself. Tell about additional experiences and qualifications you have possessed which are relevant to the job.

You can also say: I would like a role that gives me an opportunity to serve the company, the society and above all, my nation.

23. Do you have any questions for me?

Don't forget to ask a question because it shows that you are interested in this job. You may ask anything about company and job you are applying for.

24. Why do you want to leave your current job?

Be very careful to answer this tricky question. Don't mention anything negative about your current company or employer and not to sound angry or rude.

For example instead of saying, I do get more challenges in my current job

Respond instead with: I am keen to get more challenges and chances to prove myself.

25. What experience do you have?

Tell them your experience related to the company's concerns. Try to give examples to describe your job responsibilities. If you do not have relevant experience, you can mention about your training programs, skills and show them how customer service experience can be applied to management positions.

Different types of questions

Questions tend to fall into a three main categories: Behavioral questions determine if you have desired skills for the job; Hypothetical questions require handling different types of situations; And stress questions are designed to test your sense of humor.

Final Telephone interview

Many companies have started short listing candidates by conducting starting rounds of interview by telephone. It is always best to be prepared for a telephonic interview. The most important step is to make sure that your phone is in proper order. Be confident and positive whatever you say on phone. Do not show any sign of nervousness. Try not to speak quickly or sound uninterested on the phone. If possible, keep some important notes ready about your strengths, achievements, work experience and future plans. Always remember to end the telephonic interview with appropriate compliments.