

*** NOTE ***

THIS PDF FILE IS BOOKMARKED
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TO SEE AND USE THE “INDEX”

GETTING READY FOR JOB INTERVIEW
FORMATS FOR
COMPILING DATA AND INFORMATION
“ the M M PATEL way ”

FOR GRADUATE AND POST-GRADUATE STUDENTS

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**GETTING READY FOR JOB INTERVIEW
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PRINT ON A-4 SIZE PAGES
COMPILING DATA AND INFORMATION

Topics to prepare:

In a job interview your capabilities are assessed and evaluated by the interviewer on the basis of evidences provided by you about your past, present, and future plans. Therefore, you need to collect data for the following broad categories of topics.

You are advised to use the blocks to update the status of your preparation.

NC = **Not Collected**

UC = **Under Collection**

FC = **Fully Collected**

1.	Personal Background	NC - UC - FC
2.	Family Background	NC - UC - FC
3.	Academic Performance - High School (SSC), HSC, Diploma, Graduation, Post graduation	NC - UC - FC
4.	Details of Schooling	NC - UC - FC
5.	Details of Junior College and Diploma	NC - UC - FC
6.	Details of Graduation, Post Graduation	NC - UC - FC
7.	Main Subjects Related to Your Branch / Specialization	NC - UC - FC
8.	Computer Courses Attended and Computer Expertise	NC - UC - FC
9.	Project Work	NC - UC - FC
10.	In-plant Training	NC - UC - FC
11.	Seminar given - Papers Presented	NC - UC - FC
12.	Training Attended	NC - UC - FC
13.	Job Details	NC - UC - FC
14.	Current Professional Issues	NC - UC - FC
15.	Technical / Professional / Other Journals being read	NC - UC - FC
16.	Professional / Other Books Read	NC - UC - FC
17.	Professional / Other Books Being Planned to be Read	NC - UC - FC
18.	Your Role Models	NC - UC - FC
19.	You as a Role Model	NC - UC - FC
20.	Your Ambitions and Future Projections	NC - UC - FC
21.	Personal Strengths	NC - UC - FC
22.	Personal Weaknesses	NC - UC - FC
23.	Hobbies and Extra Curricular Activities	NC - UC - FC
24.	Achievements Recognized	NC - UC - FC
25.	Major Failures	NC - UC - FC
26.	About Prospective Organization	NC - UC - FC
27.	About Your Job and Location Preferences	NC - UC - FC
28.	Creating the Match	NC - UC - FC
29.	Learning from Experiences of Past Interviews	NC - UC - FC

In the following pages you will find formats to collect the data.

This part is followed by an indicative resume format (Pages 43 to 46).

Compiling data and information

Compiling data and information is the foundation of your success in an interview. Spending time on this part is an investment for the future. This part might be enlightening and awakening part.

Take it seriously.

Take whole hearted efforts to compile the following data and information in writing, initially in brief and then in required details.

Keep on referring to the frequently asked questions.

Remember while compiling:

- 1. Be specific and accurate, not vague**
- 2. Details should be provable**
- 3. Give evidences to support and prove**

1. Personal background

Name				
Date of Birth		Place of Birth		
Qualification 1.		Year	Marks	%
2.		Year	Marks	%
3.		Year	Marks	%
4.		Year	Marks	%

2. Family background

Relation	Qualification	Profession	Qualities
Father			
Mother			
Brother-1			
Brother-2			
Sister-1			
Sister-2			
Others-1			
Others-2			

3A. Academic Performance - High School (SSC)

Subjects	Total Marks	Marks Obtained	%	Remarks Why High / Why Low
Remarks				

3B. Academic Performance - Junior College (HSC) Branch :

Subjects	Total Marks	Marks Obtained	%	Remarks Why High / Why Low
Remarks				

3C-1. Diploma : First Year**Branch :**

Subjects	Total Marks	Marks Obtained	%	Remarks Why High / Why Low

3C-2. Diploma : Second Year**Branch :**

Subjects	Total Marks	Marks Obtained	%	Remarks Why High / Why Low

3C-3. Diploma : Third Year**Branch :**

Subjects	Total Marks	Marks Obtained	%	Remarks Why High / Why Low
Remarks :				

3D-2A. Academic Performance - Graduation : Second Year - First Semester**Branch :**

Subjects	Total Marks	Marks Obtained	%	Remarks Why High / Why Low
Remarks				

3D-2B. Academic Performance - Graduation : Second Year - Second Semester**Branch :**

Subjects	Total Marks	Marks Obtained	%	Remarks Why High / Why Low
Remarks				

Branch :

Branch :

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For CA / ICWA / CS - Inter : First group

[illegible]

Remarks

For CA / ICWA / CS - Inter : Second group

[illegible]

Remarks

3E-1. Academic Performance - Post Graduation : Second Year - First Semester**Branch / Specialization :****For CA / ICWA / CS - Final : First group**

Subjects	Total Marks	Marks Obtained	%	Remarks Why High / Why Low
Remarks				

3E-2. Academic Performance - Post Graduation : Second Year - Second Semester**Branch / Specialization :****For CA / ICWA / CS - Final : Second group**

Subjects	Total Marks	Marks Obtained	%	Remarks Why High / Why Low
Remarks				

4A. Primary and middle schooling

Name of School	
Place	
Achievements	

4B. High school (SSC)

Name of School	
Board	
Place	
Marks / Class	
Achievements : Academic	
Achievements : Nonacademic	

5A. Junior college (HSC) Branch :

Name of college	
University	
Place	
Marks / Class	
Subjects of your interest	
Topics of your interest	
Achievements: Academic	
Achievements: Nonacademic	

5B. Diploma**Branch :**

Name of college	
University	
Place	
Marks / Class : First Year	
Marks / Class : Second Year	
Marks / Class : Third Year	
Subjects of your interest	
Topics of your interest	
Subjects not of your interest	
Topics not of your interest	
Achievements: Academic	
Achievements: Nonacademic	
Challenges / Difficulties faced	

6A-1. Graduation**Branch :**

Name of college	
University	
Place	
Marks / Class : First Year	
Marks / Class : Second Year	
Marks / Class : Third Year	
Marks / Class : Fourth Year	
Subjects of your interest	
Topics of your interest	
Subjects not of your interest	
Topics not of your interest	
Achievements: Academic	
Achievements: Nonacademic	
Challenges / Difficulties faced	

6A-2. Post Graduation**Branch / Specialization :**

Name of college	
University	
Place	
Marks / Class : First Year	
Marks / Class : Second Year	
Subjects of your interest	
Topics of your interest	
Subjects not of your interest	
Topics not of your interest	
Achievements: Academic	
Achievements: Nonacademic	
Challenges / Difficulties faced	

6B. Last Qualification - Diploma / Graduation / Post Graduation

Target score	
Actual score	
Planning of study and to get planned results	
Actual study and the result obtained	
Why did you score less than planed? How did you score more than planned?	
Challenges and Difficulties faced	

7A. Main subjects related to your Branch / Specialization

Subject - 1 :

Expected questions during interview

7B. Main subjects related to your Branch / Specialization

Subject - 2 :

Expected questions during interview

7C. Main subjects related to your Branch / Specialization

Subject - 3 :
Expected questions during interview

Expected questions during interview

7E. Main subjects related to your Branch / Specialization

Subject - 5 :
Expected questions during interview

8A. Computer courses attended

Course(s) with duration	1.	
	2.	
Computer Expertise related to the courses attended		
Computer expertise in terms of work done		
Used computer for personal development		
Used computers for Professional development		
Used computers for social and professional networking		
Achievements		

8B. General Computer expertise

MS-Word

MS-Excel

MS-Power Point

MS-Access

Internet

Other software and packages

Achievements

Future Plans to improve and utilize your expertise

9A. Project work - Diploma / Graduation / Post Graduation

Title : Project - 1	
Period	
Institution	
Purpose	
Guide	
Key points -	
Resources	
Planning	
Execution	
Result	
Recognition	
Learning	

9B. Project work - Diploma / Graduation / Post Graduation

Title : Project - 2	
Period	
Institution	
Purpose	
Guide	
Key points -	
Resources	
Planning	
Execution	
Result	
Recognition	
Learning	

10. In-plant training - Diploma / Graduation / Post Graduation

Organization	
Period	
Purpose	
Guide	
Key points Company Organization Product Processes Customers Systems Policies Financial details Manpower Other relevant points	
Learning	

11A. Seminar given (Papers presented) - Diploma / Graduation / Post Graduation

Title : Seminar - 1	
Period	
Institution	
Purpose	
Guide	
Key points Topic Theme Why the topic? Data Collection Data filtering Steps of preparation Place Duration Audience Learning Future plans	
Recognition	
Learning	

11B. Seminar given (Papers presented) - Diploma / Graduation / Post Graduation

Title : Seminar - 2	
Period	
Institution	
Purpose	
Guide	
Key points Topic Theme Why the topic? Data Collection Data filtering Steps of preparation Place Duration Audience Learning Future plans	
Recognition	
Learning	

12. Training attended - Diploma / Graduation / Post Graduation

Title of the Program	
Period	
Institution	
Purpose	
Trainer	
Detail	
Learning	

Title of the Program	
Period	
Institution	
Purpose	
Trainer	
Detail	
Learning	

13. Job details

Organization	
Organizational details, like type of business, policies, product, processes, employees, financial details etc.	
Designation	
Period	
Job Description	
Achievements	
Learning	
Salary drawn	
Reason of working	
Reason of leaving	

14. Current professional issues**(with particular reference to your Branch / Specialization / profession)**

Issues	Recent Past	Present Status	Immediate Future

15. Technical / Professional / other journals being read

Name	Periodicity	Major Contents	Learning
1.			
2.			
3.			
4.			
5.			

16. Professional / other books read

Name / Writer	Major Contents	Learning
1.		
2.		
3.		
4.		
5.		

Remarks:

17. Professional / other books being planned to be read

Name / Writer	Reason of planning
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10	

18. Your role models

Name / Designation	Qualities you would like to develop
1.	
2.	
3.	

19. You as a role model

Qualities	How others are recognizing your qualities
1.	
2.	

20A. Your ambitions and future projections

Items	Status after 2 years	Status after 5 years	Status after 10 years
Education			
Type of job			
Position			
Earning per month			
Wealth accumulation			
Family			
Social			
Other			

20B. Write an essay on

“I” AFTER 10 YEARS FROM TODAY

21. Personal strengths

Strength - 1	
Your definition of the strength:	
How did you use it in past (Incidences)	
How are you using it presently (Incidences)	
Benefit	
How will it help in your job	
Plan to improve further	
Plan to use in future	
Strength - 2	
Your definition of the strength	
How did you use it in past (Incidences)	
How are you using it presently (Incidences)	
Benefit	
How will it help in your job	
Plan to improve further	
Plan to use in future	

22. Personal weaknesses

Weakness - 1	
Your definition of the weakness	
How did it harm you in past (Incidences)	
How are you taking care of it presently (Incidences)	
Disadvantages	
Plan to improve	
Weakness - 2	
Your definition of the weakness	
How did it harm you in past (Incidences)	
How are you taking care of it presently (Incidences)	
Disadvantages	
Plan to improve	

23A. Hobbies

Hobby - 1	
Details	
Time spent	
Money spent	
Benefits	
Recognition and Achievements	
Hobby - 2	
Details	
Time spent	
Money spent	
Benefits	
Recognition and Achievements	

23B. Extra curricular activities

Activity - 1	
Details	
Result and learning	
Activity - 2	
Details	
Result and learning	
Activity - 3	
Details	
Result and learning	
Future Planning -1	
Future Planning -2	

24. Achievements recognized

1. Academic	
2. Sports	
3. Social	
4. Other	

25. Major failures

1. Academic	
2. Others	
3. Learning	

26. About prospective organization

Name	
Location	
Business	
Number of employees	
Selection Process	

27. About your job / location preferences

Job / Function - 1	
Description	
Reasons of your preference	
Job / Function - 2	
Description	
Reasons of your preference	
Job / Function - 3	
Description	
Reasons of your preference	
Your preferences for location	
1. Location	Reasons
2. Location	Reasons
3. Location	Reasons
How the job preference shall help you to achieve your life ambitions and goals:	
How the location preference shall help you to achieve your life ambitions and goals:	

28. Creating the match

	Knowledge
Required	
Matched	
Mismatches / Actions to improve	

	Skill
Required	
Matched	
Mismatches / Actions to improve	

	Attitude
Required	
Matched	
Mismatches / Actions to improve	

29. Learning from experiences of past interviews (Mock or Actual)

Organization	position	date	learning

30. Any other important points not covered:

1.
2.
3.

INDICATIVE RESUME**Personal contact details:**

Name:

Address:

Phone No:

E-mail:

Career Objective:

--

General Qualifications:

Qualification / Branch	Institution / University	Score (%)	Class	Remarks

Professional Qualifications:

Qualification / Branch	Institution / University	Score (%)	Class	Remarks

Computer Literacy (Packages known and level of expertise):

Packages	Experience	Level of expertise

Page : 2

Experience:

Company -1	
Duration	
Job handled	
Company -2	
Duration	
Job handled	

Projects completed:

Objective	
Duration	
Detail	

Paper presented:

Objective	
Reason	
Detail	

Page : 3

Achievements:

Academic	
Professional	
Social	
Extra curricular	

Personal Strengths:

--

Personal Weaknesses:

--

Hobbies:

--

Extra curricular activities:

--

Any other important information:

--

Page : 4

References:

	Academic	Professional	Social
Name			
Position			
Address			
Contact No.			

Personal details:

Name	
Date of Birth	
Age (Years)	
Permanent Address	
Height (cm)	
Weight (kg)	

Signature**(Name)****Place:****Date:****Important Note:**

The above format is for guideline only.

Do not copy it. In fact, never use formats created by others. Create your own.

Never copy someone else's format.

You should create your own format using your innovative ideas.

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