

GETTING READY FOR **JOB INTERVIEW**

“ the M M PATEL way ”

A PRACTICAL GUIDE BOOK
FOR GRADUATE AND POST-GRADUATE STUDENTS

***This is not a quick-fix solution;
This is a guide for long term preparation !***

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See the last page for author's introduction.

YOUR INVESTMENT : Rs. 25

BEFORE YOU READ THE BOOK

GET INITIATED

DEDICATED TO ...

I have written the book because I liked.

However, I must acknowledge the force behind the urge to write, and the force were you - my dear students and job seekers. Our missions might be different, but they have a common meeting point.

During my training workshops I have talked to many of you and would like to talk to many of you in future. However, there are limitations.

This book is an attempt to reach most of you.

I may like to quote Zig Ziglar over here:

"You cannot solve a problem until you have acknowledged that you have one and accept responsibility for solving it."

The another quote which is coming to me now is by Frank Tibolt who said,

"We should be taught not to wait for inspiration to start a thing. Action always generates inspiration. Inspiration seldom generates action."

So, the key word is *action*.

I have taken action with commitment and I am sure you would do the same and get positive results to bring us to completion of one part of our mission. Let us be the moving force for each other. Let us move!

The book is dedicated to you!

20-11-2019

M M Patel

BEFORE YOU PROCEED FURTHER....

Before you read further, I would request you to go through the following self-affirmations. In case you agree, put your signature and date. In case you want different ones, write your own. In case you partly agree, modify.

MY SELF-AFFIRMATIONS TO SUCCEED

I am determined to succeed.

I know what I want from my life. I call it purpose of my life. I know what difficulties and obstacles I might face. I have the foresight. I also know that I need to prepare today for what I want tomorrow.

I know preparation (and continuous preparation) is the only key to succeed. Preparation makes me direct my efforts.

I take actions to prepare.

I know I have the potential to succeed. I am committed to sharpen my potentials by actions.

I am a learner. I plan my learning. I also learn from the experiences I get from my environment.

I use my emotions to enjoy life.

I use my rational and non-emotional thinking for taking decisions affecting my effectiveness and happiness.

I take full responsibility of what happens to me in my life. I am the master of my destiny.

I do what I enjoy and I enjoy what I do.

Date:

(signature)

STORIES TO CHARGE YOU

PREPARE YOURSELF

One day, a king called his clever jester and gave him a staff in front of all the court saying, 'Take this staff as a wand of office and keep it till you find a greater fool than yourself. If you find one, give this wand to him.'

Some time later, the king was sick and lay dying. He wanted to see his jester, of whose truthfulness he was sure. When the jester came, the king said to him, 'I have called you to tell you that I am going on a long journey.'

'Where are you going?' Asked the jester.

'To a far away country - to another world.'

'My master, have you made provision for your journey and your stay there?'

'None whatever, my little fool.'

'Have you any friends to welcome you there?'

'No one!' Replied the king.

Then the jester shook his head sadly, put the staff into the king's hand and said, 'Take this staff, Your Majesty. This belongs to you for you are going to another world without preparation. Surely this wand belongs to you.'

HEART - HEAD – HANDS

In a wintry season, with the temperature below zero, a very old pilgrim was making his way to the Himalayas.

'My man,' exclaimed a fellow traveler, 'how will you get there in such a cold season?'

'My heart got there first,' was the cheerful reply, 'then it is easy for the rest of me.'

STORIES TO CHARGE YOU URGENCY TO PREPARE

Parry O Brien was an Olympic shot-put star.

One night, when he was still in high school, his father was awakened at 3.00 a.m. by a series of strange thuds outside. It was a week before his son's annual school sports.

He went to the window to see what was wrong. There, under the street light, was his son heaving the shots. 'What on earth are you doing?' He shouted.

Parry replied, 'I got an idea about how to throw the shot better and I couldn't wait until morning to try it out.'

WHAT ARE YOU DOING?

A disciple asked a Zen master, "What is truth?"

The master simply replied, "When I am hungry, I eat. When I am tired, I sleep."

The disciple was puzzled and asked, "Isn't this what everybody does?"

The master replied, "No, most people are never completely absorbed in what they are doing. When eating, they may be absentmindedly preoccupied with a thousand different fantasies. When sleeping they are not sleeping."

AWAKEN YOURSELF

Every morning in Africa, a gazelle wakes up knowing it must run faster than the fastest lion or be killed.

Every morning a lion also awakens knowing it must outrun the slowest gazelle or starve to death.

It does not matter if you are a lion or a gazelle, when the sun comes up, you better be running.

PREFACE

I am happy to offer this small guidebook to my dear students and job seekers.

I have spent considerable amount of time training and guiding students, particularly engineering, to prepare them for group discussions, interviews, and aptitude tests successfully.

I had designed work sheets to enable the participants of my workshops to compile data and information as a part of preparation for job interviews.

I was feeling a need for a book which gives them precise idea of what and how to prepare. And, that was the starting point of making this book a reality.

This book is for reading, no doubt. But, that is not the end. Lot of time needs to be invested in efforts for conscious and explicit preparation. Let me explain the meaning of 'conscious' and 'explicit' preparation.

'Conscious' means being aware. You cannot prepare without being aware of the data and informations about you and related to you, both positive and negative.

'Explicit' means logical, systematic, sequential, and rational awareness and expression. Writing and reflecting consciously facilitates developing explicit awareness and expression. This will enable you to express yourself 'effectively' and 'efficiently' during an interview.

Hence, prepare consciously and explicitly. This book has been written to help you in that direction.

The contents has been addressed to you directly.

Your suggestions are welcome - that is how we improve!

HOW TO READ A BOOK

Let us discuss the manner in which a book of this type should be read for maximum gains. The following are the steps.

1. **PURPOSE:** Write down your purpose of reading the book.
2. **PREVIEW:** Glance through the contents of the book. See the chapters and the main contents.
3. **QUESTION:** Make a list of questions of your interest likely to be addressed by the book. You may also include the questions of your interest related to the subject, but not likely to be addressed by the book .
4. **READ:** Read the book. Note down the contents of your interest.
5. **REFLECT:** Stop reading at certain intervals. Reflect on what you have read. Go through your list of questions. In case you have got some answers, reflect upon the answers. Reflection is highly meditative and obviously essential to reinforce your learning.
6. **REREAD:** You may like to read again some of the important parts. Read and reread to have better understanding. You may reflect while rereading.
7. **RECITE:** You may like to mentally recite the important parts of your interest. This will help you memorize. You may repeat the steps: Read - Reflect - Reread - Recite.
8. **REVIEW:** Once you have completed the book or completed a major part of the book, review using the questions you wanted the book to answer. Refer to the list of questions. This will help you to look for another source for your unanswered queries.

You would like to try this method on this book.

PART 1

AN OVERVIEW OF THE CONTENTS

AN OVERVIEW OF THE CONTENTS

Congratulations and welcome! You have taken a step in the right direction!

In my professional career, I have interviewed thousands of candidates. I have also guided many students and professionals to face job interviews successfully.

I believe that many candidates do not succeed, not because they are not capable. They do not succeed because of their ignorance of the process of interview. They fail to project their personality and capabilities.

An Interview is a unique situation. No two interviews are same. Therefore, there are no short-cuts. There are no tips. The only thing left is preparation with understanding.

Remember, one percent doubt about your integrity would mean hundred percent rejection.

Therefore, preparing for an interview means preparing for success by taking right actions in right direction at the right time.

When you go through this book, look for examples and demonstrations of positive actions.

Let us begin with a brief introduction of this book.

THE FIRST PART CONSISTS OF

An overview of the contents

THE SECOND PART CONSISTS OF

19 Introductory conceptual lessons. These lessons include interviewer's expectations, types of questions, areas of preparations, communication, basic mistakes to avoid, body language, drafting career objective, interview folder etc.

THE THIRD PART CONSISTS OF

A list of questions divided into 7 main divided into 29 sub-parts. This will help you go through a variety of questions under each head.

THE FOURTH PART CONSISTS OF

Interviewer's expectation, hints for preparation and indicative responses for 30 frequently asked questions with multi-responses, that is effective and ineffective, for most of the questions. The responses are followed by comments about the performance of the candidate.

These responses will help you to prepare in right directions considering your background and personality. You will also be able to avoid commonly made mistakes.

THE FIFTH PART CONSISTS OF

Responses of 10 not so frequently asked questions. However, we strongly advise you to go through the responses critically. You will get indirect support. This part is also supported by interviewer's expectations and hints for preparation.

THE SIXTH PART CONSISTS OF

5 full indicative interviews. You will be able to see full interviews with questions in a sequence. You will also be able to see the overall performance.

I am sure you would take advantage of this book.

All the best!

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PART THREE :	Probable questions divided into 29 parts
PART FOUR :	Indicative responses to 30 FAQs
PART FIVE :	Indicative responses to 10 NOT SO FAQs
PART SIX :	5 Full interviews

You may see the details of all the parts on the following pages.

THE SECOND PART**19 INTRODUCTORY CONCEPTUAL LESSONS**

- 01 : Why preparation is necessary
- 02 : Qualities an interviewer shall look for
- 03 : Qualities are interrelated
- 04 : Understanding Questions – Introduction
- 05 : Understanding Questions – Details
- 06 : Communication during interview
- 07 : When you do not know the answer
- 08 : Influencing interviewer
- 09 : Body Language during interview
- 10 : Basic mistakes you must avoid
- 11 : Interview folder
- 12 : Compiling data for preparation
- 13 : Developing career objectives
- 14 : Map Yourself
- 15 : It is your responsibility
- 16 : Creating Effective Resume
- 17 : Sample covering letter
- 18 : Rehearse using visualization
- 19 : Tele interview

THE THIRD PART

LIST OF PROBABLE QUESTIONS DIVIDED IN 29 SUB-PARTS

PART – 01 : FAMILY BACKGROUND

List – 01 : About Childhood

List – 02 : Family Background

PART – 02 : ACADEMIC PERFORMANCE

List – 03 : Schooling

List – 04 : Junior College

List – 05 : Diploma / Graduation / Masters

List – 06 : Your Current Year Of Study

List – 07 : Performance in Studies

PART – 03 : EXTRA CURRICULAR ACTIVITIES

List – 08 : Project Work

List – 09 : In-plant Training

List – 10 : Seminars / Papers Presented

List – 11 : Training Attended

List – 12 : Hobbies / Extra Curricular Activities

PART – 04 : PROFESSIONAL PREPARATION

List – 13 : Current Professional Issues

List – 14 : Professional / other journals read

List – 15 : Professional / Other Books read

List – 16 : Your Computer Expertise

List – 17 : Job Experience

PART – O5 : SELF-MANAGEMENT

List – 18 : Your Role Model

List – 19 : Personal Strengths

List – 20 : Personal Weaknesses

List – 21 : Your Major Achievements

List – 22 : Your Major Failures

List – 23 : Ambitions And Future Projections

List – 24 : You As a Role Model

PART – O6 : PREPAREDNESS FOR JOB

List – 25 : The Prospective Employer / Company

List – 26 : About The Job You Are Looking For

List – 27 ; Creating The Match

List – 28 : Learning From Experiences

PART – O7 : MISCELLANEOUS

List – 29 : Not Frequently Asked Questions

THE FOURTH PART
LIST OF FREQUENTLY ASKED QUESTIONS
WITH INTERVIEWER'S EXPECTATIONS
AND HINTS FOR PREPARATION
AND INDICATIVE EFFECTIVE / INEFFECTIVE RESPONSES

Q-01 Please tell me something about yourself.

R-1: Effective R-2: Ineffective

R-3: Effective R-4: Effective

R-5: Ineffective

Q-02 Describe briefly your family background mentioning occupations of your family members.

R-1: Effective R-2: Ineffective

Q-03 Describe few qualities of your father.

R-1: Effective

Q-04 Give a summary of your performance in academic and professional studies.

R-1: Effective R-2: Effective

Q-05 How many subjects did you study during last semester?

R-1: Effective R-2: Ineffective

Q-06 Which were your favourite subjects of last year? Why?

R-1: Effective R-2: Ineffective

Q-07 Name the topics you studied in the subject of your interest.

R-1: Effective R-2: Ineffective

Q-08 Speak for five minutes on any of the topic related to your curriculum.

(Notes only)

Q-09 What is your target score? Explain your planning and monitoring of study in current year.

R-1: Effective R-2: Ineffective

Q-10 You cannot call yourself a graduate if you are computer-illiterate. Do you agree?

R-1: Effective R-2: Ineffective

Q-11 Narrate your project work step by step in detail.

R-1: Effective R-2: Ineffective

Q-12 Which management principles did you learn during in-plant training at Cool Company?

R-1: Effective

Q-13 Mention various papers presented by you. Which was the most important one? Narrate.

R-1: Effective

Q-14 Which professional journals do you read regularly?

R-1: Effective R-2: Ineffective

R-3: Effective R-4: Ineffective

Q-15 Which books did you read in recent past? Describe the contents briefly. What did you learn?

R-1: Effective

Q-16 Give five reasons for us to offer you this job.

R-1: Effective R-2: Ineffective

Q-17 What is your salary expectation per month?

R-1: Effective R-2: Ineffective

Q-18 From five years from now, where do you see yourself?

R-1: Effective R-2: Ineffective

Q-19 Explain your career objective which you have written in your resume.

R-1: Effective R-2: Ineffective

Q-20 What is your opinion about long working hours these days in industry?

R-1: Effective R-2: Ineffective

Q-21 List three of your personal strengths. Arrange the strengths in order.

R-1: Effective R-2: Ineffective

Q-22 Mention two weaknesses of yours. Which weakness bothers you most?

R-1: Effective R-2: Ineffective

Q-23 Describe a major setback or failure of your life.

R-1: Effective R-2: Effective

R-3: Ineffective

Q-24 What are your hobbies?

R-1: Effective R-2: Ineffective

Q-25 We have positions in Production, Quality, Maintenance, and Marketing. What is your preference?

R-1: Effective R-2: Ineffective

Q-26 Why do you want to join our company?

R-1: Effective

Q-27 What will you do extra after joining our company?

R-1: Effective

Q-28 Did you attend interviews before? How many? Where? What were the outcome?

R-1: Effective R-2: Effective

R-3: Ineffective

Q-29 What is more important to you – 1. high salary or 2. fast career growth or 3. challenging job or 4. high job satisfaction? Elaborate with reference to your seeking employment with us.

R-1: Effective

Q-30 Would you like to ask us any questions?

R-1: Effective

THE FIFTH PART**LIST OF NOT SO FREQUENTLY ASKED QUESTIONS
WITH INTERVIEWER'S EXPECTATIONS
AND HINTS FOR PREPARATION
AND INDICATIVE EFFECTIVE RESPONSES**

- Q-01 Please tell me how many two wheelers are there in your city?
- Q-02 What are the qualities of a good subordinate? Which qualities do you have? Provide evidences.
- Q-03 Mention a challenging managerial situation you have faced recently in your college.
- Q-04 You said you know how to manage time. Will you please elaborate giving real life examples?
- Q-05 You have total freedom of being whatever you want to be what would you like to be?
- Q-06 You said that you would suit marketing function although you are an Engineer by qualification?
- Q-07 You have joined as production executive responsible for productivity improvements. Today when you were instructing five of the workmen to change their method of working, one of them lost his temper. He held your collar and talked to you in loud and threatening tone. He also tried to instigate two of other workmen against you. What will you do?

- Q-08 What are your perceptions of an ideal boss? How do you compare yourself with the ideal boss of your perception? How would you manage your performance under a boss who is not ideal?
- Q-09 What is your idea of learning? One school says people learn out of planning, other says people learn by experience. Which method will you choose? Which method do you follow to learn and then reinforce your learning?
- Q-10 You are head of a factory having about 500 workmen and 100 supervisory and managerial personnel. There is no library. There is a proposal to start one. Which type of books would you recommend for the library? How would you take care of need of all cross sections of the employees?

THE SIXTH PART
5 FULL INTERVIEWS

INTERVIEW – 01 : Not suitable

INTERVIEW – 02 : Marginally Suitable

INTERVIEW – 03 : Suitable

INTERVIEW – 04 : Suitable

INTERVIEW – 05 : Highly Suitable

PART 2

19 INTRODUCTORY CONCEPTUAL LESSONS

01. WHY PREPARATION IS NECESSARY

Let us understand why preparation is necessary before facing an interview.

There are two parties involved in an interview process.

One, the interviewer and two you, the interviewee.

Let us start with the basic purpose of these two parties.

The basic purpose of an interviewer

is to match the

capabilities in terms of knowledge, skills and attitude needed to perform a job

and the capabilities an interviewee possesses.

Your basic purpose

is to prove your suitability for the job.

You achieve this by two processes -

One, projecting your capabilities. This means while responding to a question you highlight your personal qualities and capabilities relevant to the job requirement.

Two, proving that your projection is right. This can be done by supporting your projection by giving evidences of past actions taken by you with positive results. You can also provide evidences of your current actions and planning of future actions.

Therefore, you need to learn the process of projecting and proving your capabilities.

Having learnt to project and prove, you also need learn the following three things:

- One – How to identify opportunities, to project and prove your capabilities.
- Two – How to create opportunities to project and prove your capabilities.
- Three – How to capitalize on the opportunities identified and created to project and prove your capabilities.

To repeat you need to identify opportunities, create opportunities, and capitalize on identified and created opportunities.

This is possible only when you prepare in right direction and in right manner.

Refer to the conceptual section - Qualities are interrelated or an example. Once you go through the effective responses, the process of identifying, creating and capitalizing on the opportunities to project and prove your capabilities will be more clear to you.

One more thing to remember is,

It is not necessary and compulsory for an interviewer to come prepared. He may not look at your resume critically. He may not ask questions systematically. He may not be kind and supportive. He can even take aggressive position to check your confidence level.

It is your responsibility to remain effective in all the situations.

Therefore, it is your responsibility to -

Let us see the list.

Therefore, it is your responsibility -

1. to interpret the questions correctly in right spirit.
2. to ensure that your responses are understood properly.
3. to structure your responses emphasizing important points.
4. to create situations to project your capabilities.
5. to understand his verbal and nonverbal communications and interpret his intensions.
6. to remain emotionally stable and confident.
7. to prepare for all eventualities and project yourself to meet his requirements.

Proper preparation increases the chances of your success.

02. QUALITIES AN INTERVIEWER SHALL LOOK FOR

An interviewer shall look for certain basic qualities essential for performing a job or task. We will try to understand the qualities.

The understanding of the basic qualities shall help you to create a strategy for projecting your qualities.

Let us categorize them into twelve headings.

1. Knowledge :

You just cannot do a job without knowledge. Therefore, this will be the first quality an interviewer would look for. The knowledge can be further subdivided into three parts.

Technical Knowledge :

This knowledge is related to your main area of expertise. In your case this is what you have studied in college.

Professional Knowledge :

This knowledge is related to your profession.

Managerial Knowledge :

This knowledge is related to planning, executing, monitoring and controlling an activity to get desired results. This knowledge involves managing task as well as people.

2. Thinking clarity :

For managing task and people, you are required to take decisions with proper analysis. This requires a clear analytical thinking. Clear thinking will help you to take effective and rational decisions even in critical

situations. Your communication will also get affected by your thinking.

3. Communication skill :

This is a key skill. If you cannot express yourself well, convincing, encouraging and motivating people cannot be achieved without clear communication.

The communication skill would include written, verbal, presentation, and negotiation skills.

4. Confidence and Emotional Intelligence :

Conflicts and stresses are parts of performance. You need to have an emotional balance in all situations. If you cannot manage yourself, you will not be able to manage others.

5. Reflection and Spontaneity :

You should have presence of mind. Your responses should be spontaneous showing speed of your receiving a problem, understanding and analyzing it, and coming out with effective solutions.

6. Supervisory and Leadership skills :

In any profession we are required to handle people. We need to lead and at the same time we need to follow.

Your past activities should show your attitude to take initiative and responsibility.

7. Learning Attitude :

In the fast changing world of today, learning has become an integral part of any profession. Many a times you need to go out of the way to learn. When you explain your project work or hobby, ensure that your learning beyond curriculum is demonstrated. You should try to

match your learning interest with interviewer's need.

8. Application of theory :

Knowledge without action is of no use. You should show your inclination to put theory to practice. This is a skill which makes head and hand work together.

9. Self-motivation and Initiative :

Leaders are self-motivated. They don't require pull or push from outside. Initiative is taking action without being compelled by any external forces.

10. Positive thinking and perseverance :

Positive thinking would mean 'work' and 'work more'. This is my simple definition. Perseverance would mean continue to 'work' and 'work more' even in adverse conditions. One must remain focused to achieve his goals in spite of unfavourable conditions.

11. Action and achievement orientation :

You cannot prove your attitude without action. Actions speak louder than the words. Provide evidences of action taken by you and results obtained. Show your interest, involvement and purpose in whatever you do.

12. Commitment :

Life without a purpose is meaningless. And purpose without commitment is also meaningless. You can prove this by giving evidences of actions taken by you in the past.

Your prime responsibility is –

to project and prove the qualities and capabilities discussed.

03. QUALITIES ARE INTERRELATED

You have seen a big list of qualities. The list can be made still bigger. For example, managerial skills may be exploded to include the skills like Planning for routine work or a project, Goal setting, Problem solving, Decision making, Motivating etc.

You should know that while you respond to a question, many of these qualities get projected. Let us analyze the following response.

The question is “Tell us about your hobby.”

My hobby is swimming. I am pursuing this hobby for last eight years. I spend about one hour daily for about five days a week throughout the year.

(Consistency of efforts projected)

I learnt swimming when I was studying in standard seven. I won bronze medal in state level competition in junior college.

(Achievement recognized)

I am a free style swimmer. I achieved a speed of twenty eight seconds for fifty meters. This was my best performance. The state best is twenty six and half.

(Awareness of standard of excellence projected)

These days I am coaching five school boys for competitive swimming.

(Interest to utilize learning for a purpose projected)

I take guidance from university coach to learn how to improve speed. I keep myself updated with the latest techniques. He guides me and in turn I guide the students. I have gone through books from university library. There are videos available to learn and teach.

(Resourcefulness, learning, and initiative projected)

I knew a school student who had the potential to compete even in national competitions. However, his parent were reluctant. I and the coach went to them and convinced them. They agreed finally after our persuasion. The boy is sure to win this year.

(Leadership, team working, persuasion, perseverance projected)

The message is loud and clear –

Understand and Prepare to project yourself !

04. UNDERSTANDING QUESTIONS - INTRODUCTION

An interviewer has a tool, that is questioning. He can ask variety of question in variety of manners. Unless you understand a question, it is not possible to respond effectively.

Therefore, let us understand the types of questions using a common subject. Let us take the subject of seeing movies:

1. **Closed** : Do you see movies? How many movies do you see every month?
2. **Open and general** : How is cinema useful?
3. **Open and specific** : How is cinema useful to students?
4. **Highly specific** : How is cinema useful to you in your studies? What are the leadership lessons from the movie Chak de?
5. **Probing** : How did you use the leadership lessons from the film Chak de?
6. **Hypothetical** : You want all the students of your college to see Chak de again. How will you motivate them?
7. **Leading** : It is true that cinema has spoiled our culture. Is it not?
8. **Loaded** : Why do you waste time and money on movie watching?
9. **Forced choice** : What would you prefer - love stories or crime stories?
10. **Multiple** : Is watching movies a costly hobby? Is it useful? What is bad about it? How can you avoid adverse impact?
11. **Linking** : You talked about cinema. How does it help the Indian politicians?

05. UNDERSTANDING QUESTIONS – DETAILS

Let us understand the different types of questions. We will also discuss the care you should take to respond effectively.

1. Closed questions

Closed questions can be answered by either one word or phrase or yes or no.

For example, 'What is your name?' or 'Are you single?' Here, the answers will be one word.

However, there are closed questions, most likely to be followed by further questions. The question, 'Do you have knowledge of computers?' can be answered by a single word. However, you should give a detail answer justifying your 'no' or elaborating your 'yes'. This will enable you to take, at least, partial control over the next question.

Example : Are you prepared to work extra hours?

How many subjects did you study in your last year?.

2. Open and general questions

Open and general questions are opposite to closed questions. They give you opportunity to speak more. However, you must know the context in which an open question has been asked.

Example : How is cinema useful?

Explain Global warming.

3. Open and specific questions

Open and specific questions are created by giving a boundary to an open question. You need to be specific and precise. These questions are asked to check your depth of knowledge.

Example : How is cinema useful to engineering students?

Narrate qualities of some of your good teachers.

4. Highly specific questions

This type of questions have very narrow or well defined boundary. You need to respond to be very specific and to the point. You need to be very analytical and careful.

Example : How is cinema useful to you in your studies?

Narrate your experience.

Which quality of your father would you like to copy and why?

5. Probing questions

Probing questions are asked to assess your knowledge, skill and attitude in depth. Probing can also be done to confirm the perceived assessment. To probe an interviewer may ask you to respond to a hypothetical situation.

Example : How did you use leadership lessons from the film Chak de?

If you are given one thousand rupees to buy books, Which types of book will you buy?

6. Hypothetical questions

Hypothetical questions are asked to check your analytical, planning or problem solving skills. You should analyze the

situation and then respond.

Example : How will you motivate all the students of your college to see Chak de again?

All are required to work 12 hours a day regularly in our company. What do you think?

7. Leading questions

Leading questions are carefully framed and worded by experienced interviewers to forcefully lead you to an answer of their choice, may be incorrect or inappropriate. You need to be cautious. You should not get unduly influenced by the opinion of the interviewer.

Example : It is true that cinema is the only media to motivate students. Is it not?

Semester system is not at all useful. Is it not?

8. Loaded questions

Loaded questions are asked to check your emotional stability and capability of handling critical situations. These questions may unsettle you, if you are not prepared or aware or self-confident.

Example : Why do you waste time and money on movie watching?

You fared bad in this interview. How do you evaluate your performance?

9. Forced choice questions

Forced choice questions give you limited (generally two) choices out of which you are required to choose one. You can politely go beyond the choices given and give analytical reasons.

Example : What would you prefer - love stories or crime stories?

Accept a salary of Rs. 10000 or Let us call it a day. Okay?

10. Multiple questions

Multiple questions, that is more than one questions in one go, are generally asked by an inexperienced interviewer. You need to listen carefully and remember. Then, answer all the questions one by one. You may take a chance to answer the question of your ease first and then take a pause.

Example : Is watching movies a costly hobby? Is it useful? What is bad about it?

How will you spend your coming vacation? Will you watch movies? Which ones?

Will you read books? Which ones? Which one did you like most?

11. Linking questions

Linking questions are asked linking two topics to assess your understanding of relation between two topics and to assess your skills to connect them.

Example : You talked about cinema. How does it help politicians?

You said you like to work in Quality. What knowledge will you need to acquire?

Now, you will be able to understand a question better and frame your responses accordingly.

06. COMMUNICATION DURING INTERVIEW

An interviewer has the tool of questioning with him. He uses this tool to assess you.

You have the tool of your communication skill to respond to his questions.

Let us discuss how to communicate effectively in an interview.

A communication has two basic elements :

1. **Content – that is what you speak** – This is your knowledge part. If your contents are poor, no amount of skill is going to help you – that is for certain.
2. **Process – that is how you speak** – This is your skill part. The skill part will include your command over language, your oratory skills and self-confidence.

You should take care of the following points:

1. **Never act** . Never mug up a response. Be natural and spontaneous. Be yourself. Maintain a smiling face.
2. **Listen** attentively to understand a question.
3. **Be analytical** to understand the desired contents of responses.
4. **Understand interviewers intentions.**
5. **Structure your** indented **response**. Create a sequence of your intended response.
6. Use **effective words**, phrases, and sentences with grammatical accuracy.

7. Make **clear communication**.
8. Don't make a monotonous communication – Change **volume and pace of speech** as per the content.
9. **Elaborate**, that is give required details, and at the same time remain precise, that is, to the point.
10. **Talk logically and sequentially** while giving details.
11. **Never be emotional**. Even if you get nervous, recover as fast as possible.
12. Look to the interviewers - Maintain **eye contact**.
13. **Admit your ignorance** and in time confidently.
14. **Avoid giving guessed answers** - If you are guessing inform that you are giving a guessed response.
15. **Never bluff** - Be honest. Your integrity should never come under a doubt.
16. **Never be** unnecessarily **submissive** or unnecessarily **aggressive**.
17. Be **polite** and **assertive**.

I would like to tell a small incidence I read somewhere:

Question : What will you do if there is fire here?

Answer : I will throw water on the fire.

Question : Why will you do that?

Answer : Because water is a liquid.

Question : Then why not use petrol? That is also a liquid.

Answer : (There is confusion and the interviewee nervously looks down.)

This has happened because of responses given without proper understanding.

Assuming that you were in the above situation, you have many choices.

1. Get confused. Say sorry and look down feeling guilty. You don't quickly recover.
2. Politely say sorry and come out with the right answer giving reasons of using water and differentiating between the qualities of two liquids. This way you can recover quickly.
3. You create a mild humour. Admit that you became impulsive. Then proceed to respond.

It is all about **how you manage yourself** in such situations. And, that makes all the difference!

07. COMMUNICATION WHEN YOU DO NOT KNOW THE ANSWER OF THE QUESTION ASKED

It is not necessary that one will be able to respond to all questions. However, it is expected that you handle such situations confidently and effectively.

You should prepare for a situation when we do not know the answer of the question asked by the interviewer. This situation is bound to take place in most of the interviews.

Remember, no one knows all. It is not possible. And, if you do not know an answer, you need not worry. You need not feel guilty about it.

You need to learn to handle such situations confidently.

First, admit that you do not know the exact answer. Admit confidently and naturally. Don't feel guilty.

Second, if you can guess the answer, say that you are guessing. Then respond. If possible, give reasons for your judgment.

Third, if you are not aware of the topic, but know the related topics, mention. Say that if questions are asked about the related topics, you will be able to respond.

For example, you are asked to tell the difference between petrol and diesel engines with reference to cost.

You may say that you do not know the difference with reference to capital or operating costs. However, you know the technical differences as far as design, size and operation are concerned.

You can also say that your guess is, the capital cost of diesel engine will be more. But you are not sure about the extent to which it will be costly. You can add that running cost will be less as the diesel is cheaper than petrol. But, you are not sure of maintenance or other costs.

You may give reasons for your guess, which might demonstrate your analytical skills.

08. INFLUENCING INTERVIEWER

Let us learn how you can influence an interviewer to make him ask questions of your expertise. There are a few golden rules to follow.

One,

Listen carefully. While the interviewer is speaking, ensure that you are not thinking about the previous question or next question. After he has completed, ensure that you have understood what he said or asked. Otherwise, seek clarification politely.

Attentive listening will enable you to understand interviewer's expectations.

Your response should include response to the question asked and the question intended.

Two,

Never give one line responses. Let us see an example –

Question : Tell me a personal strength of yours.

Response : I am highly self-motivated.

Question : What do you mean by that?

Response : I work without being told by anyone.

Question : An adult need not be told what he should do.

Response : No, I did not mean that. I meant, I work hard to get good marks in examination.

Question : What do you mean by good marks?

Response : I should score minimum 70 percent.

Question : Why not plan maximum?

(The candidate is confused....He looks down) This has happened because of one line responses.

Three,

give relevant details. Remember the principle of “Elaborate with precision”.

But, take care. You might get interrupted in between a response. Be ready for such interruptions.

Four,

Give evidences to prove your abilities and performance. Give evidences from your past and present. However, focus more on recent past and present. Distant past should be referred to project consistency of performance. If you talk of planning, focus more on immediate future. Mention long term planning to project consistency.

Five,

end your response considering the possibility of next question of your choice! This is important. The end of your response should be interesting. It should lead interviewer to your strength.

Six,

remember the basic purpose of your facing an interview.

The basic purpose is to project your skills and abilities. Whatever you do and speak should result in projecting one or more of the qualities already discussed.

Remember,

You are not there to win a battle.

You are there to sell your abilities at a price!

09. BODY LANGUAGE DURING INTERVIEW

You will communicate using words verbally. At the same time your body would also send signals indicating your psychological state. An expert interviewer would be able draw a lot of inferences and conclusions.

Take care of the following points.

1. Dress formally.
2. Enter the interview room confidently with a smiling face
3. Sit straight; don't lean back on chair
4. Be attentive and remain attentive throughout
5. Don't put both of your hands on table. Use the area on top at the edge of the table.
6. Use both of your hands for making a gesture
7. Never put both of your hands behind your head
8. Joining palms and resting chin for a short period indicate high self-confidence. This position for a long period may indicate arrogance.
9. Maintain constant eye contact
10. Do not look down – this indicates low self confidence, ignorance, guilt feeling etc.
11. Do not look up – This indicates ignorance looking up for the answer
12. Do not look sideways – This indicates ignorance looking here and there for the answer
13. Never tap the table by fingers or an objects like pen etc.

14. Never point fingers
15. Do not cross your arms or legs
16. Do not shake your legs.
17. Never play with pen, pencil, key chain or similar other items
18. Smile but do not laugh loudly
19. Never sit in a posture which indicates casualness or withdrawal
20. Maintain confident and involved posture throughout.

The process of interview is physical as well as a psychological one. Your communication is complemented by your body language too. Your level of knowledge and skills and also your attitudes shall be projected by it.

Naturally, you need to practise to give right messages.

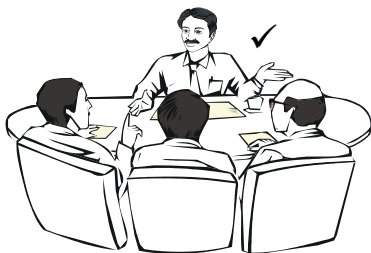
Here, you will see some illustrative examples.



Enter the interview room **confidently** holding your folder properly and wish after entering. This shows your professional etiquettes.

Walk confidently with a smiling face.





Sit straight; don't lean back on chair. At the same time do not occupy a large space of table.

Put your folder on table without spreading your hands on table. Show alertness.

Be attentive. Concentrate fully on the questions asked and remarks or gestures made by the interviewer.

This shows your reflection and spontaneity.



Use both of your hands for making a gesture. It shows openness. Look to the interviewers and answer. Never look up or down or sideways. A major do-behaviour which shows self-confidence.

✓

✗

Joining palms and resting chin or showing a triangle from front indicate high self-confidence coupled with superiority. However, frequent use of this posture should be avoided.



✓



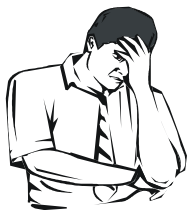
If offered tea or snacks, don't hesitate to take. At the same time don't be in a hurry to finish. Find out suitable pauses to take tea. Consume slowly and remain at ease.

✗

Never put **both of your hands behind your head**. This shows a feeling of superiority and also a casual attitude.



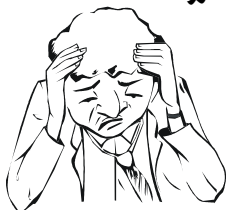
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When you **look down**, you show guilt for not knowing the answer. This can also be interpreted as lack of self-confidence.

x



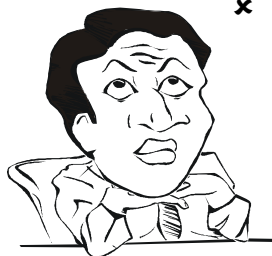
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You **look up** or towards blank in the hope of getting answer from somewhere which indicates lack of knowledge.

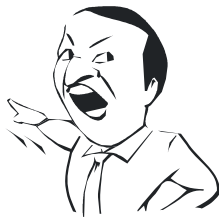
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x



Never **tap the table** with closed fist or similar gesture, to make a point. This shows **extreme aggression**.



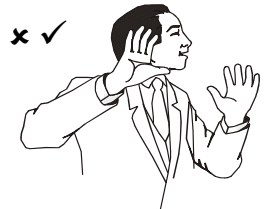
Pointing fingers towards interviewer indicates aggression for proving your point.

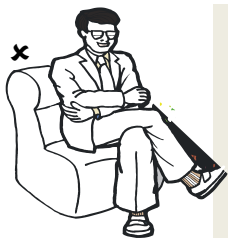
Sitting straight and keeping first finger or folded **palm touching either chin** or cheek indicate your keen analysis and interest. However, this posture for a long period may not be appreciated.



Never **play with pen, pencil, key chain** or similar other items. This may show lack of self-confidence or lack of interest.

Using both of your hands for making a point shows openness. However, hands raised as shown for a long duration may show emotion coupled with undue enthusiasm.



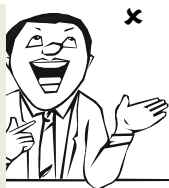


Crossing your arms and legs indicate disagreement, loss of interest, and withdrawal. You should take care when your views are contradicting to those of the interviewers. You should take care particularly when there is no table in front of you.

Total leaning back in the chair with one palm on the cheek may indicate casual attitude and disinterest.



A **smiling face** is certainly an asset. However, improper way of smile or **laugh** may project casual attitude and lack of mannerism.



10. BASIC MISTAKES YOU MUST AVOID

Let us demonstrate here a few basic mistakes many candidates make. A little preparation will enable you to avoid them.

1. Not creating first impression -

Appearance (The candidate putting on casual dress, casually enters and sits down)

2. Low Energy level -

The candidate talks very slowly, appears disinterested

3. Monotonous voice -

The candidate talks like a parrot

4. Aggressive Energy level -

The candidates talks loudly and appears impolite

5. Casual approach -

The candidate leans back on chair, appears insincere, says, "Chalta hai, sir" when asked about copying the project work or career objectives

6. Improper body language -

The candidate looks down, plays with the pen, rolls sleeves up, rubs forehead

7. Irrelevant responses -

The candidate replies, "Who is honest today? Tell me. Then, why should I?"

8. Getting confused -

The candidate looks down, chew his nails, says, "Yes sir, No sir...."

9. Lack of presence of mind -

Q: "How many trees were there in your college campus?"

The candidate replies, "How will I know? Why should I count? I never counted."

10. Showing guilt by looking down -

The candidate says, " I am sorry, Sir."

11. Arguing without reasons -

The candidate replies, "Why should I prove, when whole world knows about it?"

12. Lack of knowledge -

The candidate says, "5 % of 62 is approximately 4."
(The approximate answer should be 3.)

13. Lack of self-confidence -

The candidate looks below then here and there, wets his lips by tongue

14. Inability to present facts -

The candidate does not tell his scores, although high

15. Giving irrelevant facts -

The candidate says, "My father is a poor farmer"

16. Giving facts impulsively -

The candidate says, "I did not succeed because no one helped me

17. Not having pen when needed -

The candidate is told to write a he does not have pen or pencil with him.

11. THE INTERVIEW FOLDER

You must have in your interview folder the following documents and materials.

1. Papers submitted:

- A. Copy of your application - You must completely remember what you have written in your application.
- B. Copy of your resume - You must remember the contents of your resume.
- C. Copy of the certificates - You must also remember the summary of contents of all the certificates and documents.

All the papers should be properly tagged for easy and timely reference and retrieval, particularly during interview.

2. Papers not submitted but relevant:

Copies of certificate and documents - You must remember vital details of these documents.

These papers should also be properly tagged for easy and timely reference and retrieval when needed.

3. Updated data and information about you:

You must have compiled the data as proposed in this book. You must study the details thoroughly. You must have with you the details for last minute reference.

4. Data compiled about the organization:

I have explained the details to be collected. You must have a copy of the details. It is advisable to keep the sources handy with you for frequent reference during preparation.

5. A copy of this / similar book:

You may need it for going through the interviewer's expectations and frequently asked questions to build your confidence.

6. Stationery

Few blank A-4 size papers, two pens of different colour and a sharpened pencil should also be available in the folder at an assigned place. You may need these materials during interview.

You should even carry one or two A-3 size blank papers and two sketch pens of different colours. In case you are required to draw bigger sketches, the material will be handy.

7. A smiling confident face

Keep few of your photographs with positive, victorious and happy expressions. Visualize yourself making effective behaviours.

A smiling face is an asset for winners and you have it !

12. COMPILING DATA FOR PREPARATION

This is the preparation part of your interview.

The following are the important topics.

This list is supported by frequently asked question for each part. You are advised to go through that part and prepare to respond to each question confidently.

Let us see the list of topics –

PART 01 : Family Background

- 01. About your Childhood
- 02. Your Family background

PART 02 : Academic Performance

- 03. Your Schooling
- 04. Your Junior college
- 05. Diploma or Graduation or Post-graduation, that is last qualification
- 06. Your Current year of study
- 07. Your Performance in Academic and Professional studies

PART 03 : Extra Curricular activities

- 08. Your Project work
- 09. In-plant training your might have undergone
- 10. Seminars given / Papers presented
- 11. Training attended by you
- 12. Your Hobbies and extracurricular activities

PART O4 : Professional Preparation

13. Current professional issues
14. Technical, Professional and other journals being read
15. Technical, Professional and other books read and being planned to be read
16. Your Computer expertise
17. Your Job Experience

PART O5 : Self-management

18. Your role models
19. Your Personal strengths
20. Your Personal weaknesses
21. Your Major Achievements
22. Your Major failures or sets
23. Your Ambitions and Future Projections
24. You as a Role model

PART O6 : Preparedness for Job

25. The prospective employer (organization)
26. About the job you are looking for
27. Creating the match
28. Learning from experiences

PART O7 : Miscellaneous

29. Questions not so frequently asked –
Abstract and Professional

You can go through the questions related to each of these area. With the knowledge of possible questions, you will be able to prepare well. This will increase your confidence level.

13. DEVELOPING CAREER OBJECTIVE

There are three basic elements of your objectives, what, why, and how. These elements should be qualitatively expressed.

What : What do you want to be? What and how much do you want to have?

What is the purpose of your career? What do you want out of your career?

Is it money, satisfaction, status, respect, self-actualization, or something else?

Why : Why do you want to Be? Why do you want to have?

Why do you need?

How : How will you be? How will you achieve?

What would you do to achieve? Which principles would you follow? Would you expect others to provide what you want or would you create the circumstances?

See the table of key words on the next page.

<u>WHAT</u>	<u>WHY</u>	<u>HOW</u>
Education	Satisfaction	Hard work
Career	Happiness - Self	Initiative
Money / Wealth	Happiness - Family	Responsibility
Respect	Stability - Financial	Risk taking
Parents' pride	Stability - Social	Dedication
Health	Security	Commitment
Social work	Recognition	Learning
Religious work	Respect	Challenge
	Power	Use of potential
		Self-development
		Contribution
		Support and help
		Team work
		Proactive
		Increased profit

You may use these issues to develop your career objectives.

QUALITIES OF WRITTEN CAREER OBJECTIVES

Value-based:

- Clear (no ambiguity)
- On-purpose
- Initiative taking
- Action oriented (pro-active)
- Responsibility oriented
- Challenge-accepting oriented
- Learning oriented
- Contribution oriented
- I-oriented or self-oriented, not They-oriented
- Value based and not impulse based
- Focus on success; not on avoiding failures

Personal:

- Own
- Meaningful
- Simply worded
- Multi-directional
- Guiding - giving short term as well as long term guidance
- Motivating and encouraging

Please see next page for few indicative career objectives.

CAREER OBJECTIVE – EXAMPLES

What: I want to earn and to lead a respectful social life.

Why: It will make my parents proud of me.

How: I will work with integrity and dedication and focus on my contribution. I will accept challenges. I will create circumstances.

Indicative career objectives using the above data:

To work for an organization with dedication and integrity and a focus on creating challenging circumstances to contribute towards its productivity and profitability; also to earn handsome salary and social and professional recognition. This will make my parents proud.

Few more indicative career objectives:

To work to be an Accountant in five years time.

To work hard to contribute to the profit of the company I work for.

To acquire knowledge and improve skills and utilize them.

To work in a company utilizing the potential fully to satisfy the seniors.

To take responsibility and accept challenges in work for self-development.

To earn at least Rs. 40,000 per month in five years time.

To become an employee who is a role model for others for honesty, hard work, dedication and learning. To become a leader of a team of Junior programmers in two years time.

I want to become a successful software designer and consultant in less than 10 years time. I would gain experience for the first five years and put all my efforts to work and learn. During next five year I will consolidate my position in the consulting field. I would also be a effective employee, successful family man and a responsible citizen.

14. MAP YOURSELF FOR PLANNING TO IMPROVE

ADJECTIVES TO DESCRIBE A PERSON

Here is an exhaustive list of adjectives to describe a person.

Go through the list and mark the adjectives showing your positive as well as negatives qualities.

You may use the rating scale as given below:

1 : Very Strongly Agree

2 : Strongly Agree

3 : Mildly Agree

4: Very Mildly Agree

This will help you to

1 : Map your personality

2 : Improve your awareness about yourself

3 : Plan actions for your self development.

Refer to the next page.

14. MAP YOURSELF FOR PLANNING TO IMPROVE ADJECTIVES TO DESCRIBE A PERSON

Academician	Calculative	Coward
Active	Calm	Creative
Adaptable	Capable	Cultured
Adventurous	Careful	Cunning
Advisor	Careless	Curious
Affectionate	Casual	Daring
Afraid	Cautious	Debating
Aggressive	Charged	Deceitful
Alert	Charitable	Decisive
Aloof	Cheerful	Dedicated
Ambitious	Childlike	Demanding
Analyzer	Comfortable	Democratic
Angry	Committed	Demotivated
Anxious	Communicator	Demotivating
Arrogant	Competent	Dependent
Artistic	Competitive	Depressed
Assertive	Composed	Destructive
Attractive	Compromiser	Determined
Authoritative	Conceptual	Disappointed
Aware	Confident	Disciplined
Balanced	Confused	Discouraged
Biased	Consistent	Disgusting
Boring	Constructive	Divine
Bossy	Conventional	Dominant
Brave	Convincing	Dramatist
Brilliant	Contributor	Driven
	Courageous	Driver

Dull	Friendly	Impatient
Dutiful	Frustrated	Impulsive
Dynamic	Fun loving	Indecisive
Easygoing	Genius	Independent
Effective	Gentle	Indifferent
Egoistic	Glamorous	Indulgent
Emotional	God fearing	Industrious
Encouraging	Gossiping	Ineffective
Energetic	Graceful	Innocent
Enterprising	Grateful	Innovative
Entertainer	Great	Insecure
Enthusiastic	Greedy	Intelligent
Excellent	Guiding	Introvert
Excited	Happy	Irrational
Expressive	Hard working	Irregular
Explorer	healthy	Irresponsible
Extrovert	Helpful	Irritated
Famous	Helpless	Irritating
Fashionable	Hesitant	Joyful
Fascinated	Honest	Just
Fearful	Hopeful	Kind
Fighter	Hopeless	Knowledgeable
Finisher	Hostile	Lazy
Firm	Hypocrite	Leader
Flexible	Humorous	Learner
Fluctuating	Idiot	Liar
Focussed	Ill mannered	Likable
Follower	Illogical	Listener
Forgiving	Imaginative	Lively
Frank	Imbalanced	Logical
Free	Impactful	Lonely

Loser	Original	Quite
Loud	Passionate	Rational
Loyal	Passive	Realistic
Lucky	Patient	Rebellious
Mad	Peaceful	Reflective
Manageable	People mixer	Regular
Manipulative	Perfectionist	Relaxed
Materialistic	Persevering	Religious
Matured	Persistent	Reserved
Meek	Persuasive	Resisting
Mischievous	Pessimist	Resolute
Miser	Philosophical	Resourceful
Misguiding	Planner	Respectful
Misunderstood	Playful	Responsible
Moralist	Pleasant	Responsive
Motivated	Polished	Rigid
Motivating	Polite	Risk taker
Natural	Political	Romantic
Naughty	Popular	Rough
Negative	Positive	Sad
Negotiator	Powerful	Satisfied
Nervous	Preachy	Scared
Nurturing	Prejudiced	Self-centered
Obedient	Principled	Self-assured
Objective	Problem solver	Self-disciplined
Offending	Procrastinating	Selfish
Open	Progressive	Self-motivated
Opportunist	Proud	Self-respecting
Optimist	Provoking	Self-starter
Orator	Prudent	Sensitive
Organized	Questioning	Sentimental

Serious	Sweet	Unsupportive
Shrewd	Sycophant	Unsystematic
Shy	Sympathizer	Versatile
Simple	Systematic	Victorious
Sincere	Talented	Visionary
Skillful	Talkative	Vocal
Slave	Task master	Warrior
Smart	Tense	Weak
Smiling	Thinker	Well-liked
Smooth	Thoughtful	Well-mannered
Social	Time-waster	Winner
Soft	Timid	Wise
Sophisticated	Tired	Withdrawn
Speaker	Tolerant	Wonderful
Spiritual	Tough	Worried
Sporting	Trend-setter	Zealous
Stable	Tricky	
Steady	Trusting	
Stern	Trustworthy	
Stimulated	Truthful	
Stormy	Unassuming	
Straight	Unbiased	
Stressful	Uncomfortable	
Strong	Understanding	
Stubborn	Unfaithful	
Studious	Ungrateful	
Stupid	Unhappy	
Sturdy	Unmanageable	
Subjective	Unreliable	
Submissive	Unresourceful	
Supportive	Unsatisfied	

MAP YOURSELF FOR PLANNING TO IMPROVE

Now, MAP YOURSELF.

MY POSITIVES	MY NEGATIVES

You have already identified adjectives describing you.

Let us call it actual-you.

Similarly, you map an ideal-you by considering what qualities you would like to have.

The gap will guide and help you making developmental action plan.

Similarly, you map an ideal-you by considering what qualities you would like to have.

Compare your Ideal-me and Actual-me.

Study the GAP between Ideal-me and Actual me.

The gap will guide and help you making developmental action plan.

ACTUAL-YOU VS. IDEAL YOU AND ACTION PLAN

<u>IDEAL-YOU</u>	<u>ACTUAL YOU</u>	<u>ACTION PLAN</u>
<u>REMARKS</u>		

ACTUAL-YOU VS. IDEAL YOU AND ACTION PLAN : AN EXAMPLE

The following is an example illustrating practical application of the concept explained.

Ideal-me

Active
Balanced
Committed
Energetic
Impacting
Optimist
Self-disciplined
Strong
Thinker
Wise
Wonderful

Actual-me

Active
Not Balanced (Emotional)
Not Committed (Casual)
Energetic
Impacting (Not much)
Optimist
Not self disciplined
Not Strong (Sentimental)
Thinker
Wise
Wonderful (Partially)

Let us be more specific.

Strengths

I am active, energetic, optimist and a wise thinker.

Weaknesses

I am emotional and sentimental.

At times, I lose track of my long term objectives and get swayed away by my impulsive thinking and decisions.

I become casual and lose control over my positive and rational behaviour. This affects my commitments adversely.

Although, I am wise and a thinker, my strengths get wasted.

Let us be more specific.

Adverse impact on Actual-me

I get emotional when others do not appreciate my good ideas.

I get emotional when someone criticizes me or my ideas.

I also get emotional when someone is in trouble.

When I see an individual making mistakes and I tend to offer my advices. I get sentimental when one does not listen to me.

I start doing things not in my agenda and I lose my focus. This reduces my personal productivity and to a large extent my influence on others.

Action plan:

I take note of my being emotional.

When needed, I stop for a minute and reflect on the situation.

I question the rationale of my being emotional and sentimental.

I maintain my cool when I or my ideas are criticized by others.

I attempt to understand the issues from their view points.

I even request them for details to understand.

I decide day wise hourly schedule of activities.

I relate the activities with the desired outcome.

I reflect every evening on activities undertaken, resources used, and results achieved.

I use my energy in a disciplined way.

I have requested two of my close friends and my brother to keep a watch on me and to give me feedback to improve.

I listen to their feedback objectively, discuss with them and take remedial action.

15. IT IS YOUR RESPONSIBILITY

You should never bother about interviewer's skill / methods. Let him do his job. You focus on your responsibilities.

INTERVIEWER

He may not ask questions properly.

He may not understand and interpret your answers correctly.

He may not create proper situations to enable you to project your skills.

He may not make his intentions clear to you.

He may not bother to make you at ease. He may create difficulties for you.

The interviewer is testing you. He is not being tested. He may or may not be prepared or he might have his own style.

YOUR RESPONSIBILITY

It is your responsibility to infer the questions correctly and reframe the question in right spirit.

It is your responsibility to ensure that your responses are understood properly. You need to structure your response emphasizing important points.

It is your responsibility to create situations and project your skills.

It is your responsibility to understand his verbal and nonverbal communications and interpret his intentions.

It is your responsibility to remain emotionally stable and confident.

It is your responsibility to prepare for all eventualities and project yourself to meet his requirements.

16. CREATING AN EFFECTIVE RESUME

The qualities of a good resume:

1. Proper Layout with margins
2. Uniformity of fonts, tables, margins, etc.
3. Readable
4. Tables with proper headings
5. Details of the table matching with the headings
6. No use of abbreviations as far as possible
7. Consideration to the requirement of prospective employer
8. Important points suitably highlighted
9. Points explained with details as well as with precision
10. Logical sequence and flow of contents
11. Clear unambiguous language
12. No repetition as well as Contradiction of details
13. Contents honestly written

AN EFFECTIVE RESUME

The following details should be **included in the resume**:

1. Name and Contact details
2. Career Objective
3. General Qualifications
4. Professional Qualifications
5. Other Qualifications / Certificates Courses
6. Work Experience
7. Project work undertaken
8. Seminars / Papers presented
9. Training programs attended
10. Personal and Technical Skills (including Computer skills)
11. Achievements : Educational, Professional, Social, Others
12. Personal Traits : Strengths
13. Personal Traits : Weaknesses
14. Hobbies
15. References
16. Personal Information : Age, Parents, Languages known etc.
17. Other important information of interest to prospective employer
18. Personal and professional profile
19. Signature, Date, Place
20. Enclosures

Note: How about adding a creatively drafted personal profile? Let us now discuss each point.

CONTENTS OF AN EFFECTIVE RESUME

1. Name and Contact details

This may be written in a way similar to letter heads.

The communication details should be updated.

2. Career Objective

The following questions should be answered by your career objective statement:

1. What do you want to be and achieve?
2. Why do you want to be and achieve?
3. How would you be and achieve?

3. General Qualifications

4. Professional Qualifications

5. Other Qualifications / Certificates Courses

1. The data tabulated should be uniform.
2. Highlight your achievements in a subject, class, college, university etc.

Name :

Address :

Phone :

E-mail :

Career Objective:

Qualification Branch	Institution / University	Year of Passing	Score (%) / Class	Remarks

6. Work Experience

Highlight responsibilities and achievements to generate interest of the prospective employer.

You may ensure that your experience and prospective employer's requirements have common areas.

7. Project work undertaken

A project work requires some study, collection of data, analysis, and then either solving a problem or proposing solutions.

The students might have undertaken project work during your academics. For students the projects undertaken by them amounts to working experience.

The experienced candidates might have undertaken some work outside their routine.

8. Seminars / Papers presented

For students paper presentation is part of their academic curriculum.

Employed candidates might have presented papers in professional forums.

Organization	:
Period / Duration	:
Designation	:
Responsibilities	:
Achievements	:
Reason of leaving	:

Title of Project	:
Details	:
Achievements	:
Learning	:

Paper Presented	:
Details	:
Recognition	:
Learning	:

9. Training programs attended

Aspiring students and professionals attend training programs over and above their academics and routine work.

This supports your being updated technically and professionally.

Training Attended	:
Institute / Faculty	:
Duration	:
Learning	:

10. Personal and Technical Skills (including related to Computers)

This is the most important parts.

You must give due attention to this part.

In case of computers skills, you may mentions applications, packages and softwares.

The list should generate interest of prospective employer in you.

11. Achievements and Recognitions: Educational, Professional, Social

Consistency of performance and achievement is a desirable quality. You should think about all the past achievements. Mention area and period of achievements supported by institution / organization which recognized your achievements.

Skills	:
How acquired	:
Level of expertise	:
Remarks	:

Educational	:
Professional	:
Social	:
Other	:

12. Personal Traits : Strengths

You should be able to prove your strengths by two things:

1. Your actions
2. Results of your actions

13. Personal Traits : Weaknesses

You may avoid this part from your resume.

However, many interviewer would ask questions related to your weaknesses.

And therefore, you must prepare for this part irrespective of whether you include this in your resume or not.

14. Hobbies

Hobbies are activities involving use of your time and other resources.

You should be able to prove your seriousness.

Hobbies are not undertaken casually or to kill time.

Strength	:
----------	---

Used in Past	:
--------------	---

Planning to improve further	:
-----------------------------	---

Planning to use	:
-----------------	---

Weakness	:
----------	---

Effect in past	:
----------------	---

Used favourably	:
-----------------	---

Plans to improve	:
------------------	---

Hobby	:
Resources needed	:
Benefits	:
Future plans	:

15. References

Your reference should know you and should be able to talk about you and your personal traits.

It is much better if you intimate your references immediately after your applying for the job and after interview has taken place.

16. Personal Information : Age, Parents, Languages known etc.

This is routine.

17. Other important information of interest to prospective employer

If you have any information which will of interest to your prospective employer in you, you may mention it suitably.

Particulars	Educational	Professional	Social
Name			
Designation			
Institution			
Contact Number			
Mail-id			

Name	:	
Date of Birth	:	Age as on :
Father's Name	:	
Occupation	:	
Permanent Address	:	
Languages Known	:	
Physique	:	Height : Weight :
Other Information	:	

Other Information (of interest and relevant to prospective employer):

18. Personal and professional profile

This is not a very common inclusion.

However, You may like to describe your profile in one or two paragraphs.

This part needs to be honestly and carefully drafted. It should attract the reader to know more about you.

This part may be the starting part of your resume.

19. Signature, Date, Place

Write your name in brackets. Then, sign just above your name.

On the other side, write place and date.

20. Enclosures

If you have enclosed copies of documents and certificates, mention them in a proper sequence.

Personal and professional profile:

Signature
(Name)

Place :

Date :

Enclosures:

- 1.
- 2.
- 3.

Note:

Never, never copy a format.

Create a personal format which suits your purpose.

17. SAMPLE COVERING LETTER

A B Student,
11, Student Colony,
Student Nagar,
Student State - 111 011,
Phone: 0111-2334455, 99222 23456
E-mail: abs@yahoo.com

Date: 01-03-07

To
A B Employer,
22, Employer Estate,
Employer Nagar - 222 333.

Dear Sir,

Subject : Application for the post of Trainee Graduate Engineer

Reference : Your advertisement No. 234 in the XY times dated 02-03-11

With the above reference, I would like to offer my candidature for the post of Trainee Graduate Engineer in your esteemed organization.

I would very humbly justify my suitability mentioning the following.

- I am a 22 years old Graduate Engineer (Mechanical).
- I have secured First Class throughout my academics.

- I have completed advanced CAD course and can work efficiently.
- I can work with MS-Word and MS-Excel efficiently.
- I am ambitious and I believe in continuous learning.

I am submitting my resume for you kind consideration.

I promise to work to the best of my ability to contribute towards efficient working.

I request you to give me an opportunity for an interview to prove my suitability for the job.

Thanking you in anticipation,

Yours faithfully

(A B Student)

Note:

This is just a sample. You should have your own letter drafted to suit you.

18. REHEARSE USING VISUALIZATION

At this point, it will not be out of the way to use the process of visualization to boost your confidence level. A practice of about 15 minutes a day for a month will bring dramatic improvements.

Sit and relax in a chair.

Close your eyes. Do deep breathing. Relax your body and empty your mind. Then start visualizing. See minute details. Practise repeatedly.

- 1 Imagine yourself dressed formally. You are waiting for your turn. You are sitting in a chair confidently. You are relaxed and confident. Your name is called and you are walking to the interview room. Your steps are firm. You are smiling and moving confidently. You enter the room in a cheerful mood and wish the interviewers. They look at your smiling face. They welcome you and tell you to sit down. You say thanks and sit down. All the time, you show energy and confidence.
- 2 You are introducing yourself. You are very confident. You are talking confidently. Mentally rehearse giving introduction. Visualize yourself talking to all in the room. Listen to your sentences, your tone, volume of your tone, your confidence. You also see the interested and satisfied interviewers.
- 3 In the same way, visualize yourself replying to questions asked by the interviewers. Listen to the questions and start responding. Visualize yourself giving all the answers confidently.

4. In the process, visualize your body language also. See yourself sitting straight. See yourself using hand movements to make a point. See yourself looking at the interviewers while responding. See yourself using paper to draw a diagram. Even visualize the diagram you have drawn.
5. Visualize yourself getting out of interview room confidently.

I would suggest you to read some book on visualization and auto suggestion or to take help of some teachers.

19. TELE-INTERVIEW

The time has come to prepare for tele-interviews and video conference interviews.

Always lift the phone with wishing and your identification.
Like –

Good morning. Rajesh here....

Rajesh here. Good Afternoon...

(Never lift the phone and say 'Yes.. or Who is that.. or Bolo..' etc.)

If you receive a call while you are driving or attending a meeting or busy otherwise, assertively inform and request for mutually convenient time or give your convenient time or inform time of your calling them.

The telephone line should be clear, particularly when duration of talk is expected to be longer.

You should talk from a place without disturbances. You should be comfortably sitting and preferably should have a table to keep your papers.



In case of video conferencing, you should check the position of the camera. You should find out whether there are more than one cameras. In case of doubt, you should ask for advice for proper sitting position.

Keep papers, pen, calculator and all other documents ready in front of you. In case of longer or complex questions, noting down important points would help.

Keep a glass of water also in front of you.

You should follow all the rules of good communication. Follow all the rules of effective communication which we have discussed in this book.

Don't reserve good manners for special occasions. Let all occasions be special.



PART 3

PROBABLE QUESTIONS IN 29 PARTS

01. TOPIC WISE SAMPLE QUESTIONS :
YOUR CHILDHOOD

1. Describe the place of your birth.
2. What is the meaning of your name or surname?
3. Do you remember any important incidence of your childhood? Narrate.
4. Name a person who influenced you most in your childhood. Narrate his influences.
5. What were your childhood ambitions?

02. TOPIC WISE SAMPLE QUESTIONS :**FAMILY BACKGROUND**

1. Describe briefly your family background mentioning occupations of your family members.
2. Describe personalities of your parents. What did you learn from them?
3. Mention four things for which you will always remain grateful to your parents.
4. Mention two things which you wanted from your parents, but they did not fulfill your desire.
5. Tell one or two very important qualities of your brothers or sisters.
6. What do your parents expect from you? How are you planning to fulfill their expectations?
7. Which values have you inherited from your family? Do you believe and practise those values?
8. Describe ten qualities of an ideal family.
9. All parents do their level best to bring up their children. However, one need not necessarily be perfect. Tell two areas of improvement of your father or mother.
10. Your father has taken a loan for your sisters marriage and he does not have the capacity to repay. If you take the responsibility you will not be able to marry till 32. Your girlfriend is not prepared to wait. Your elder brother is already earning and can share the load, but he is not willing. What will you do? Elaborate.

03. TOPIC WISE SAMPLE QUESTIONS :

SCHOOLING

1. Mention your academic as well as non-academic achievements during school days.
2. Which were your favourite subjects in high school? Any specific reason?
3. In which subjects did you score maximum and minimum? Why?
4. Mention your academic as well as nonacademic achievements during high school days.
5. Do you remember any teacher of your school days? Who is he or she? His or her qualities?
6. How did you project your future when you were out of high school? Is it in line with your present status? If no, what went wrong?
7. Do you remember any of your school-days pranks for which you regret now?
8. Who was your best friend in during school day? What was the basis of the friendship?
9. Who was your most liked teacher in school days? Why did you like him or her?
10. Did you opt for tuitions during school days? Why did you opt? In what way did you benefit?

04. TOPIC WISE SAMPLE QUESTIONS :**JUNIOR COLLEGE**

1. What motivated you to join this branch of academics? Did you think of other options? Was this your personal choice? Why?
2. Why did you join this college? Was the college of your choice? Which other options were available to you?
3. Which were your favourite subjects in Junior college? Why?
4. Which subject you did not like at all? What are the reasons of your disliking? What actions did you take to overcome your disliking?
5. Mention five topics of your interest which you studied during your junior college. How these topics are related to your career?
6. What factors should one consider to choose a particular career? Did you seek professional guidance? If you are to advise your juniors, how would you guide them?
7. In which subject did you score maximum? Why?
8. In which subject did you score minimum? Why?
9. What are your academic achievements during college days?
10. What are your nonacademic achievements during college days?
11. Narrate at least five differences between your school days and college days?

05. TOPIC WISE SAMPLE QUESTIONS :
DIPLOMA / GRADUATION / POST-GRADUATION (THAT IS
YOUR LAST QUALIFICATION)

Please note that this part will consume about 50 to 75 percent of your interview time. You should prepare a list of question of each subject of your branch and prepare.

1. Why did you change your branch in first year? Did you make a wrong choice while joining junior college? Are there any other reasons of change?
2. How did you manage first six months of first year in your degree college? Were you required to make some adjustments? What? How did you cope up?
3. Was the college of your choice? If yes, why? If no, what forced you to take admission in a college not of your choice? Did you make any attempt to change college?
4. Why there is a drop or increase in score compared to your junior college score?
5. Which major subjects did you study during your graduation? Name the subjects.
6. Which were your most favourite subjects? Any specific reason?
7. Which subject was not liked by you at all? What did you do to generate interest and score more?
8. Which topics interested you most? Why? What actions did you take to know more?

9. What are the disadvantages of neglecting a subject? Elaborate.
10. In which subject did you score maximum? Why?
11. In which subject did you score minimum? Why?
12. What are your academic achievements during college days?
13. What are your nonacademic achievements during college days?
14. Would you like to pursue higher studies? Which Branch?
15. Would you pursue the same branch of study or career, if had your time again?

06. TOPIC WISE SAMPLE QUESTIONS :
YOUR CURRENT YEAR OF STUDY
(IF YOU ARE STILL STUDYING)

1. What score are you expecting in next examination?
2. In which subject you are expecting to score maximum marks? Why?
3. In which subject you are expecting to score minimum marks? Why?
4. How did you plan and monitor your study last year? Please elaborate.
5. Explain your planning and monitoring of study in current year. What is your target score?
6. How many subjects are there in current year or semester?
7. Give me your score of past years in college. Explain the variations. What was your plan of study during last year?
8. What is your concept of time management? Relate the concept with your actual time management.
9. How did you spend your last vacation? Was it fruitfully and productively spent?
10. Do you get involved in college activities? Which ? Why? How?
11. Describe the personality of one of your present teachers.
12. If we ask your teachers about your class room behaviour, what would they say?

07. TOPIC WISE SAMPLE QUESTIONS :
PERFORMANCE IN ACADEMIC AND PROFESSIONAL STUDIES

1. Give a summary of your performance in academic studies.
2. Give a summary of your performance in academic professional studies.
3. Compare and analyze the fluctuations in your performance from high school to last qualification.
4. Compare your annual scores of graduation. Justify the fluctuations.
5. Tell your subject wise scores of last year. Justify the fluctuations.
6. What was your targeted score last year? What was the actual? Why the difference?
7. How do you plan your study?
8. In school you followed annual pattern. In college there was a semester pattern. How do you compare these two systems?
9. The six-monthly semester should be converted to monthly examination pattern. Do you think that will be a right system?

08. TOPIC WISE SAMPLE QUESTIONS :**PROJECT WORK**

1. Why did you do project work? Was it compulsory?
2. How did you select your project? Who guided you? What other options were available to you?
3. Narrate your project work step by step in detail. You have ten minutes to describe.
4. If you are given two months more to work on the same project, what improvements would you make? How? With what additional resources?
5. What technical knowledge did you acquire by doing this project?
6. Which managerial qualities did you develop by doing this project?
7. Did you do this project alone or in a group? Why? Narrate your personal contributions.
8. We have a lot of problems which need special study. You will have to work after office hours without affecting your routine work. Would you like to put efforts to find solutions?
9. Most of the students undertake project work because of academic compulsion. Had it not been compulsory, what would have you done?
10. If you have invented an altogether new product which might have a lot of commercial value in future, what legal or other steps you are required to take to protect your interest?

09. TOPIC WISE SAMPLE QUESTIONS :**IN-PLANT TRAINING**

1. Tell us whatever you know about the organization where you did in-plant training.
2. What was the purpose of in-plant training? What did you learn during your training?
3. Had in-plant training not been compulsory, would you have undergone this training? If your answer is yes, why did not you undergo training in more than one company?
4. Name important functional departments of an organization.
5. What products were manufactured / sold / serviced by the organization?
6. Narrate its manufacturing system.
7. What was the system of controlling quality?
8. What are the important functions of an Accounts department?
9. What are the important functions of Marketing department?
10. What are the important functions of Materials department?
11. What was the working culture of the organization? If they offer you job, would you like to work with them? If yes, why? If no, why?

12. Was the company ISO-9001 certified? What do you know about ISO-9001?
13. Was the company ISO-14001 certified? What do you know about pollution of environment?
14. Explain TPM, 5-S, Quality circles, 7 QC tools for problem solving, and Kaizen.
15. Can you briefly explain importance of Intellectual Property Rights?

10. TOPIC WISE SAMPLE QUESTIONS :
SEMINARS GIVEN OR PAPERS PRESENTED

1. Mention various papers presented by you. Which was the most important one? Narrate.
2. Why did you present these papers? Which ones were presented as part of academic compulsion? Which ones were presented out of your personal interest?
3. Narrate the contents of one or two papers presented by you.
4. Explain the process of preparation before presenting a paper step by step. Also indicate the time you spent on each step. Was it possible to do in less time?
5. Narrate your experience of presenting the paper. What were the reactions from audience?
6. What have you done to enhance your knowledge after presenting the papers?
7. Narrate your learning on knowledge front by your paper presentation.
8. Which part of your personality got affected favourably by this activity? How?
9. Which skills get sharpened by such presentations? Are those skills useful in performing the job of an accountant?
10. Would you like to present such papers in future?

11. TOPIC WISE SAMPLE QUESTIONS :
TRAINING ATTENDED BY YOU

1. Name the various training programs, including in-plant training you have attended. Give complete details of one or two programs which influenced you most.
2. What specific lessons did you learn from the programs you attended? What did you do to reinforce learning?
3. How did you use the learning from the training programs you attended? How are you using the learning presently? How would you use the learning in future?
4. What motivated you to undergo these programs? Who paid for it?
5. Which programs did you attend on your own? Why? What did you learn?
6. We do not nominate our employees for training. They attend on their own by paying for the training. Do you think this is a wrong practice followed by us? If yes, why? If no, why not?
7. In future what training programs would you like to attend? Why?
8. Differentiate between training and learning. What is important for you - training or learning?
9. Tell me a motivating story, which you might have read or heard. What did you learn from it?

12. TOPIC WISE SAMPLE QUESTIONS :
HOBBIES AND EXTRA CURRICULAR ACTIVITIES

1. What are the advantages of pursuing a hobby?
2. How do you spend your leisure? What are your hobbies?
3. How much time and money do you spend on your hobby?
4. Would you give me technical details of your hobby?
5. Many people pursue hobby with a purpose. Would you tell us your purpose?
6. In what way this hobby has benefited you?
7. Given complete freedom, what would you do to pursue your hobby further?
8. Pursuing a hobby is sheer wastage of time. Do you agree? If yes, why? If no, why not?
9. Mention few activities in which you have taken part in past. Please explain one important activity.
10. The purpose of life is to earn money. Then why do you waste time in extra curricular activities?
11. Assuming you have plenty of money and time, what sort of activities would you like to pursue?
12. What are the different extra curricular activities you can undertake?

13. TOPIC WISE SAMPLE QUESTIONS :

CURRENT PROFESSIONAL ISSUES

1. Describe five current issues related to your professional area. Describe at least three of them giving the concepts, present position, and projected future.
2. What are the ways of keeping yourself updated professionally? What do you do to keep yourself updated?
3. Can you tell us about the economic growth in our country? In what way it has affected job market?
4. What is stock exchange? What is Sensex? If your client has Rs. Twenty lacs surplus, what advice will you give him? Is it better to invest in Bullion or shares? What is the difference between investing in shares and investing in mutual funds?
5. What are the rates of interest in various types of deposits? What are the rates of interest for various types of loans?
6. How do you see this industry five years from now and ten years from now?
7. How do you see yourself in this industry five years from now, ten years from now?
8. How do you cope up with the fast technological and professional changes? What is your opinion about long working hours these days in industry?

9. The competition is very severe these days. The professionals are working under tremendous psychological pressure. This affects them physically as well as mentally. What do you think?
10. What sort of computerization you imagine after five years?
11. What major changes have come in Income tax, Sales Tax, and Excise duty during last five years? What changes are expected?
12. What do you know about ISO-9000 and ISO-14000?
13. What do you know about TPM i.e. Total Productive Maintenance?
14. What do you know about 5-S, Kaizen and Quality Circle Movement?
15. What is the basic difference between Effectiveness and Efficiency?
16. Are you member of any professional body today? In future which associations would you like to join? Explain giving reasons.

14. TOPIC WISE SAMPLE QUESTIONS :**TECHNICAL, PROFESSIONAL AND OTHER JOURNALS READ**

1. Which technical and professional journals do you read regularly? Why? What are their overall contents?
2. What magazines of general interest do you read?
3. Narrate few important articles you have read recently.
4. Mention various methods of keeping oneself updated technically and professionally.
5. Name about ten popular magazines. What categories they belong to?
6. Do you read newspaper everyday? Which one? Why?
7. A newspaper can be divided into topic wise parts. Name the parts. Which parts do you like most?

15. TOPIC WISE SAMPLE QUESTIONS :**TECHNICAL AND PROFESSIONAL AND OTHER BOOKS READ
AND BEING PLANNED TO BE READ**

1. Which professional books did you read in recent past? From where did you get those books?
2. Describe your learning out of those books. Describe the benefits you derived.
3. If you have ample time at your disposal, what sort of books would you like to read?
4. What is your planning for your next vacation?
5. Mention various methods of keeping oneself updated technically and professionally.
6. Give a list of books which you are planning to read next year.
7. Name few books which you would like to read. Why?
8. What are the advantages of reading?
9. If I give you Rs. 2500 for creating a family library, what sort of books will you buy?
10. Have you ever heard about the books like -Seven habits of highly effective people, You can win, Who moved my cheese or similar books?
11. What is happening to reading habits of students and parents these days? Which type of books a manager should read? In what ways reading will help his performance on job?

12. You are head of a factory having about 500 workmen and 100 supervisory and managerial personnel. There is no library. There is a proposal to start one. Which type of books would you recommend for the library? How would you take care of need of all cross sections of the employees?
13. What do you do to acquire and update knowledge? What do you do to acquire and enhance your skills?
14. The two popular sources of acquiring knowledge are books and internet. How do you compare these two sources? Which source is your preference?

16. TOPIC WISE SAMPLE QUESTIONS :
YOUR COMPUTER EXPERTISE

1. How did you learn computers - on your own or by joining a course?
2. Which course or courses did you attend?
3. The courses were not in your academic syllabus. Why did you join?
4. Name the courses and duration of the course(s) you undertook?
5. Did you complete the course in the duration prescribed or the completion got delayed?
6. How did you use your learning in your academics?
7. What are your plans to use the learning in future?
8. How internet is affecting our lives?
9. What is e-commerce? Give examples.
10. Narrate use of MS-Word.
11. Narrate use of MS-Excel? Why should a professional be an expert in MS-Excel?
12. What type of graphs you can draw using MS-Excel?
13. Have you ever used MS-Power Point? Where?
14. Excessive use of computers is resulting in mass unemployment. Do you agree?

15. What is the difference between a Desktop and a Laptop?
16. Can you have internet facilities on your mobile?
17. Would you like to be a computer programmer? If yes, why? If no, why not?
18. You cannot call yourself a graduate if you are computer-illiterate. Do you agree?

17. TOPIC WISE SAMPLE QUESTIONS :**JOB EXPERIENCE**

1. Briefly narrate the organization and their business.
2. Describe the working style of your seniors. Did you like their way of handling you?
3. Did you prove to be a good subordinate? Explain with reference to the job you performed and your level of achievements.
4. Narrate your learning in the current job.
5. What do you do to acquire and update your technical knowledge?
6. Which one would you prefer - higher job responsibility or higher salary?
7. What is more important - Task management or People management?
8. What was the culture of the organization? What makes you satisfied and what does not?
9. Why are you looking for a change? How much salary increase are you looking for? Justify your expectation for salary increase.
10. The job with us requires frequent traveling. What are the disadvantages? How would you take care of yourself in such a situation? What are the advantages?
11. How many people were working under you? Narrate your leadership style.

12. Explain three strong points of your immediate senior.
13. Explain three improvement areas of your immediate senior.
14. Why are you looking for a change? before?
15. If your present immediate senior is asked to describe your behaviour on job, what is he likely to say?
16. Describe your success at work. How would you measure your success? Is measurement of success necessary?
17. You have completed hardly two years in your current job. Why do you want to change so early?
18. You have completed ten years with your present employer. Why did not you look for change before?

18. TOPIC WISE SAMPLE QUESTIONS :
YOUR ROLE MODELS

1. Who are your role models?
2. Is it necessary to have role models?
3. We should learn to be ourselves instead of copying a role model. Do you agree?
4. Which qualities of your role models would you like to copy? Why?
5. Which qualities of your role models you admire but would not like to copy? Why?
6. Compare your qualities with those of your role models.
7. What actions you need to take to be like them?
8. What actions you have taken to develop those qualities?
9. What actions you are going to take to be like them? When?

19. TOPIC WISE SAMPLE QUESTIONS :
PERSONAL STRENGTHS

1. Select about ten positive adjectives most characteristic of you and then describe yourself using one or two most important ones.
2. List three of your personal strengths. Arrange the strengths in order.
3. What is your understanding of the number one strength of yours. Give three incidences of recent past to demonstrate use of the strength by you.
4. What actions have you taken to reinforce your strength?
5. How are you utilizing your strengths presently?
6. What are your plans to utilize your strengths in immediate future?
7. Describe two incidences when you received highly useful feedbacks. How did you build on those feedbacks?
8. Mention three behaviours of a hard working person.
9. An ambitious person shall set goals, make an action plan and remain committed to actions in spite of all odds. Do you agree? If yes, are you an ambitious person? Justify.
10. If we asked a close friend of yours to narrate your strengths, what do you think he might say?

11. How will you describe a person who is very human and friendly?
12. Describe five qualities of a good team member.
13. What do you mean by saying that you are self-motivated and self-disciplined?
14. How a person can improve his communication skills?
15. You said you believe in doing different things differently. Please tell two things which you did differently?
16. What strategy or method do you follow for problem solving? Narrate with reference to a problem which you solved recently.

20. TOPIC WISE SAMPLE QUESTIONS :

PERSONAL WEAKNESSES

1. Select about ten negative adjectives most characteristic of you and then describe yourself using one or two most important ones.
2. List three weaknesses of yours. Arrange them in order.
3. Which weakness bothers you most. Narrate two situations explaining adverse effects.
4. How can you use this weakness as strength?
5. What are you doing to reduce the adverse effects of this weakness on your personal as well as professional performance?
6. if we asked a close friend of yours to narrate your weaknesses, what do you think he might say?
7. What is your future plan for improvement?
8. Describe two incidences when you received highly unjustified criticisms. How did you handle those criticisms?
9. How will an emotionally imbalanced person will behave?
10. What should you do to improve your confidence level?
11. There is tremendous work pressure these days. How will you manage work stress?
12. How can one improve presentation skills?

13. Describe a critical problem you faced which made you feel hopeless and helpless. On what basis do you say the problem was critical? What did you do to solve the problem? Did you get the expected results?
14. Describe two incidences when you received highly unjustified criticisms. How did you handle those criticisms?
15. What are the attitudinal requirements for the type of job you are looking for? What do you do to change your attitudes? Is there a change in your attitude in last two years? What are the changes? What changes do you need to bring in further?
16. Narrate a situation when you were required to say 'no' to a close friend or a relative or a teacher.

21. TOPIC WISE SAMPLE QUESTIONS :
MAJOR ACHIEVEMENTS

1. Mention your academic achievements.
2. Describe your major achievements on job during last one or two years. Were those your personal achievements? Were those result of team efforts? What was your contribution in team efforts?
3. Please tell us about your biggest achievements in life?
4. Whatever you have achieved till date, you need to sustain and improve. How would you do that?
5. You have talked about your hobby of gardening. What improvements did you make last year? Explain with reference to the results you got.
6. How do you monitor your improvements?
7. What efforts did you take to develop yourself during last six months? Elaborate the results.
8. Achievement is breaking you own records continuously. Elaborate. Considering your elaboration can we call you an achiever?

22. TOPIC WISE SAMPLE QUESTIONS :

MAJOR FAILURES

1. Mention three setbacks of your life.
2. What did you learn from the setbacks?
3. How did you overcome the setbacks?
4. If you are to get into one major problem every year, would you like to avoid the problem or face it? If yes, why? If no, why not?
5. Many philosophers say that setbacks are foundation of a fulfilled life. I don't think this is correct. What do you say?
6. The aim of life is to have all the comforts. Will you elaborate with your opinion?
7. What has been the biggest mistake of your career? What was your loss? How did you recover?
8. What has been the biggest mistake of your career? How will you ensure not to repeat same or similar mistake?
9. What has been the biggest mistake of your career? Did you seek feedback and help? What was the feedback?

23. TOPIC WISE SAMPLE QUESTIONS :

AMBITIONS AND FUTURE PROJECTIONS

1. Explain your career objective which you have written in your resume.
2. Project yourself five years from now professionally, socially, and financially.
3. Setting high goals creates undue stress. Do you agree?
4. Are you in comfort or combat zone? Justify your response.
5. We do not guarantee career growth. But, we offer lots of challenging work. Your comments.
6. If further qualification becomes a career necessity, would you go for part-time studies? Would you elaborate your views?
7. We are diversifying with a new plant in a very remote area. A majority of our officers have declined our offers of going there even on a promotion. There is practically no social life. Would you like to work there? If yes, why? If no, why not?
8. Considering your performance in this interview, we cannot offer more than Rs. 10000 per month. Are you willing to join at such a low salary? If yes, why? If no, why not?
9. Would you like to marry a girl who is working? If yes, why? If no, why not?

10. Today ambitious people are spoiling their physical as well as psychological health. Would you opt for high ambition or a peaceful life?
11. If you are transferred to our new office at a remote location, would you like to join there? You may not get leave for an year or so.
12. Do you think one should have spiritual goals also? If yes, why? If no, why not?
13. Explain the process of SMART (that is S – M – A – R – T) goal setting.
14. Have you ever read a book on achievement orientation? Which one?

24. TOPIC WISE SAMPLE QUESTIONS :
YOU AS A ROLE MODEL

1. Name ten qualities of an ideal person.
2. Elaborate five qualities of yours. How did you use these qualities?
3. Which quality of yours do you think can be copied and practised by others? Who? Why?
4. Narrate an incidence when you demonstrated your qualities to others.
5. What will others learn from your behaviour?
6. You would like to be a leader or a follower?
7. Elaborate five qualities of a leader. How do you rate yourself?
8. Elaborate five qualities of a follower. How do you rate yourself?
9. If your immediate senior or your present teacher are told to describe your personality, how will they describe?
10. If your parents are told to describe your strengths and weaknesses, how will they describe?
11. Is it necessary to have a role model? Some people say no saying they would like to be their own self. What is your opinion?
12. Who is your professional role model? Explain his professional qualities.

25. TOPIC WISE SAMPLE QUESTIONS :**THE PROSPECTIVE EMPLOYER, THAT IS THE ORGANIZATION**

1. What do you know about our company? From where did you collect the details?
2. Why are you interested in working for us?
3. Name a few of our competitors.
4. What do you think of our website? Please propose some improvements by way of addition, deletions, and modifications.
5. In what way your job with us will help you in achieving your life goals?
6. How did you get the details of our company? What are the other possible sources?
7. If you get offer from two companies, how will to select one?
8. Presently our company is making losses. We are looking for people who would really work very hard. The pay is not expected to go up for next two years. Are you still keen to join us?

26. TOPIC WISE SAMPLE QUESTIONS :
THE JOB YOU ARE LOOKING FOR

1. You have applied for the job of Junior Accountant. Tell us what you will be required to do as an accountant.
2. What skills are needed to perform this job effectively?
3. Why an Accountant should have good public relation skills? Please elaborate.
4. What type of job would you like to do? Why?
5. What is your definition of analytical skill with reference to your job?
6. Beyond assigned job, what extra things you can do for our company?
7. What are your expectations from this employment? If your expectations from the employment are not met, what will be your strategy to cope up? What are the possibilities?
8. You said you are looking for a challenging job. You are given an assignment which is not at all challenging to you. What would you do to increase your level of interest in that job?
9. You are assigned a job which does not relate to the area of your expertise. You are likely to be kept on that job for a year or more. What will you do?
10. What will keep you motivated on job?

27. TOPIC WISE SAMPLE QUESTIONS :**CREATING THE MATCH**

1. What is your perception of the job you would be doing with us?
2. What knowledge would be required by the job you are looking for?
3. What skills would be required by the job you are looking for?
4. What attitudes would be required by the job you are looking for?
5. What knowledge, skills and attitudes would be required by the job you are looking for?
6. Match your perception of the job requirements with your competencies. Is there a gap?
7. Name three most important skills you would need to do the job. Evaluate yourself considering these skills. What will you do to overcome your shortcoming?
8. Why do you consider yourself suitable for the job?
9. Why do you consider yourself suitable for our organization?
10. What do you know about our company?
11. How much salary do you expect? Justify your salary expectation.
12. Which professional area / function interest you most? What did you achieve in that area till date?

13. Which professional area interest you most? What will you do if you don't get the opportunity to perform in that area?
14. Which professional area / function interest you most? Explain your compatibility with that area or function?
15. Given a choice, what type of senior would you like to work for? How do you compare yourself with him? If you don't have the senior of your liking, what will you do?
16. Describe your perception of commitment.
17. We have employed fresher before. They are good at ideas but not at job. Would you be like them or different?
18. The position you have applied for demands working under pressure. How would you cope up?

28. TOPIC WISE SAMPLE QUESTIONS :
LEARNING FROM EXPERIENCES

1. Did you attend interviews before? How many? Where? What were the outcome?
2. Narrate your best performance in an interview?
3. Narrate your worst performance in an interview?
4. What did you learn from your past interviews?
5. If you are informed that you have not fared well in the interview, what will you do in next five days? Will you go to anyone for support? Who are they? What would you expect from them?
6. Would you like to ask us any question?

29. TOPIC WISE SAMPLE QUESTIONS :
NOT SO FREQUENTLY ASKED QUESTIONS

1. Please tell me how many two wheelers are there in your city?
2. What are the qualities of a good subordinate? Which qualities do you have? Provide evidences.
3. Mention a challenging managerial situation you have faced recently in your college.
4. You said you know how to manage time. Will you please elaborate giving real life examples?
5. You have total freedom of being whatever you want to be what would you like to be?
6. You said that you would suit marketing function although you are an Engineer by qualification?
7. You have joined as production executive responsible for productivity improvements. Today when you were instructing five of the workmen to change their method of working, one of them lost his temper. He held your collar and talked to you in loud and threatening tone. He also tried to instigate two of other workmen against you. What will you do?
8. What are your perceptions of an ideal boss? How do you compare yourself with the ideal boss of your perception? How would you manage your performance under a boss who is not ideal?

9. What is your idea of learning? One school says people learn out of planning, other says people learn by experience. Which method will you choose? Which method do you follow to learn and then reinforce your learning?
10. You are head of a factory having about 500 workmen and 100 supervisory and managerial personnel. There is no library. There is a proposal to start one. Which type of books would you recommend for the library? How would you take care of need of all cross sections of the employees?

PART 4

INDICATIVE RESPONSES TO 30 FAQs

Q1. Please tell me something about yourself.**Interviewer's Expectations:**

This is generally an opening question. The interviewer would create first impressions about you by your response. He would like to understand you and your personality. He would also like to know what you think about yourself.

He also needs points for further questions.

Hints for Preparation:

As part of your preparation, you should write responses which can take 10, 5, 3, 2 and 1 minute.

This question gives you an opportunity to project your qualities the way you want.

You should analyze how much time you should take to respond. You should consider the situation and decide.

While you respond the interviewer might be looking into your papers. In that case, respond a bit slow.

You should properly sequence your response. You should also emphasize your strengths. You should briefly describe the evidences.

Most likely, the next question will come out of your response.

Q1. Please tell me something about yourself.**R1 - Let us see an effective response by a strong candidate.**

This candidate is assertive and politely gives the details.

Candidate's personality:

Highly Confident .

Good communication skill,

Polite but Assertive,

Sits straight, Good eye contact, Uses hands to talk.

My name is Ramesh Jain. My father is Branch Manager with State Bank and my mother is housewife. I have one brother who is studying in second year of engineering.

I completed my schooling in Jalna securing 85 percent. I joined junior college at Aurangabad and my score was 91 percent. I always topped my class.

I joined Government Engineering College at Pune to pursue mechanical engineering. I have completed three years with 70, 72, and 74 percent respectively. I am in fourth year now. I was one of the top-five students during all the three years.

I am targeting to secure 75 percent in final year. I have made a detailed study plan after going through the question papers of the last five years. I am in touch with some of the senior students and teachers for their help.

I did in-plant training in Excel Engineering for one and half months. They manufacture auto components. I worked with Productivity Cell on a project of rejection reduction of main shaft. My proposal of modification of fixture was accepted

and implemented. That brought down rejection from 0.5 percent to almost nil. I was appreciated by Mr. Parikh, GM, for my work.

I am social and take active part in college gathering and other similar activities. Last year I was leader of the organizing committee for annual gathering. I ensure proper planning. I have developed communication skills and interpersonal effectiveness and have got a good grip on time management.

I would like to be a successful leader. I would like to contribute to the growth of the organization I would work for. At the same time I would like to be an ideal family member and an ideal citizen.

Comments:

The candidate projected his consistent Academic excellence by telling scores, Learning attitude by narrating experience during in-plant training, Managerial skills, Action and achievement attitudes by talking about his involvement in college activities, and his ambitions when he said that he would like to be a leader and contribute.. He was very precise and focused. He projected his clarity of thoughts and maturity too.

Q1. Please tell me something about yourself.

R2 - Let us see an ineffective response by a strong candidate. This candidate is strong, but suffers with over-confidence. He does not project his strengths assertively.

Candidate's personality:

Over-confident,

Aggressive with slight casual tone.

My name is Jayesh Patil. My father works in a Bank and my mother is housewife. I have one brother.

I completed my schooling in Jalna securing 85 percent. I joined junior college at Aurangabad and my score was higher.

I joined Government Engineering College at Pune to pursue mechanical engineering. I have completed three years in first class scoring 70 plus. I hope to get good marks in fourth year also.

I did in-plant training in Excel Engineering for one and half months. They manufacture auto components. It is good company. I did a good project there and learnt a lot.

I am a good social worker.

I am confident for success today.

Comments:

The candidate failed to project his abilities. He took things for granted. He did not project his strengths effectively. He could have told his scores systematically. He projected casual attitude, arrogance and indifference.

Q1. Please tell me something about yourself.

R3 - Let us see an effective response by an average candidate. This candidate is confident and down to earth. He shows self-awareness. He knows how to put his potential to action.

Candidate's personality:

Average communication skill,

Confident,

Polite and assertive,

Sits straight, Good eye contact, Uses hands to talk

My name is Hemant Kulkarni. My father is working in a small scale factory as executive and my mother is homemaker. I have one sister who is in second year of B.Com.

I completed my schooling in Jalna securing 65 percent. I joined junior college at Aurangabad and scored 75 percent.

As my score was not up to the mark in HSC, I took admission in this private college. I have completed three years with an average score of 61 percent. I am in fourth year now.

I am targeting to secure 65 percent in final year. I have made a detailed study plan after going through the question papers of the last five years. I am working hard and meticulously follow my study plan.

I did inplant training in Deepak Engineering for one months. They assemble wiring harness. I studied their assembly line. My assignment was to calculate ideal number of assemblers. I established a mathematical model to decide assemblers for

various levels of production. It resulted in reduction of manpower from 25 to 23. It was not a technical project, but I learnt a lot about managing people and productivity.

I used to support college activities. I am a bit shy and I hesitate to take responsibilities of leading. I know I lack in leadership qualities, but I am picking up by involving and taking responsibilities. Last month I took charge and organized a trip to Excel Engineering for my classmates.

I would like to work in a organization where I am required to work to my best and learn to improve my potential.

Comments:

The candidate is an average one. However, he projected his abilities well by telling his scores clearly and narrating his experience during inplant training. He could show his managerial skills of planning. He admitted his shyness and lack of leadership qualities. He balanced the same by his willingness to work hard.

Q1. Please tell me something about yourself.**R4 - Let us see an effective response by a weak candidate.**

This candidate is not so strong academically. However, he explains his self-awareness. He narrates his ambitions effectively. He wants to improve and achieve.

Candidate's personality:

Average confidence,

Average communication skill,

Polite and Assertive,

Sits straight, Sometimes looks down, Hands fixed on edge of the table

My name is Mohan Das. My father is working as supervisor for Badve Engineering at Aurangabad and my mother is homemaker. I have one brother who is studying in first year of his Diploma in Electronics.

I completed my schooling in Jalna securing 55 percent. I analyzed and decided to do away with my casual attitude. I was forced to do my HSC at private college. I could score 64 percent and again had to settle with private college for Engineering. I decided to do hard work.

I joined City Engineering College at Aurangabad to pursue mechanical engineering. I have completed three years with 52, 57, and 59 percent respectively. I am in fourth year now. The problem I faced with my English, which was not up to the mark. However, I struggled, took some coaching, developed habit of reading newspaper regularly.

I am targeting to secure 62 to 65 percent in final year. I have

made a detailed study plan after going through the question papers of the last five years. I am in touch with some of the senior students and teachers for their help.

I know I am academically not very strong. However, I am aware of my strengths and limitations. I know I will have to work extra and I am ready for it.

I worked very hard to develop my aptitude. I used to spend my vacations for that. I have also developed some computer programs for solving aptitude problems and puzzles.

I would love to work with people. But I could not take very active part in college activities as I concentrated on developing my aptitude and English.

I would like to be a successful person. I would like to contribute to the growth of the organization I would work for. At the same time I would like to be an ideal family member and an ideal citizen.

Comments:

The candidate projected his abilities very well. He is not so strong academically. But he told his scores. He showed self-awareness and personal integrity by admitting his casual attitude. However, he learnt from the mistake and recovered. By this he showed learning and action attitude. He proved his recovery and projected that he would continue to recover further. He showed monitoring skill.

Q1. Please tell me something about yourself.

R5 - Let us see an ineffective response by a weak candidate. This candidate is not a responsibility taker. He is led by the circumstances. He believes that qualification is enough in life.

Candidate's personality:

Low confidence,

Average confidence,

Casual,

Rare eye contact, look sideways and down.

My name is Ramesh Jain. My father is a worker in a small company and my mother is housewife. I have one brother who is not good at studies; he is in first year of B. Com.

I completed my schooling in Jalna securing 55 percent. I joined junior college at Aurangabad and my score was 55 percent.

I joined B Com because my parents want me to become an accountant. They think, I will be able to get a good job with commerce graduation.

My average score of previous years is about 54 percent.

I think with my qualification, I will get a moderately good job.

Comments:

Even though the candidate is not strong, he took things for granted. He projected immaturity and lack of thinking clarity. Such responses might result in outright rejection

Q2. Describe briefly your family background mentioning occupations of your family members.

Interviewer's Expectations:

The interviewer wants to know your family background. He may be interested in your social maturity as well.

Hints for Preparation:

While talking about your family members, you can also project their qualities and achievements.

You should not talk negative about any of your family members.

If your younger brother or sister is studying, mention that also. Very briefly mention their ambitions.

Q2. Describe briefly your family background mentioning occupations of your family members.

R1 - Let us see an effective response. This candidate projects good social values. He explains philosophy of his family by narrating qualities of his family members.

Candidate's personality:

Confident,

Good Communication,

Assertive, Intelligent,

Sits straight, Good eye contact, Uses hands to talk.

There are six members in my family presently. Four of us, my parents, me and my sister, live at Pune and my grandparents live at our native place.

My grandfather was Senior clerk with Railways. He is presently looking after our farms. We spend at least two weeks per year together with them. My grand parents are just great to spend time with.

My father works with State Bank as Senior Officer. He is honest and hard working. But the quality I most admire is his attitude of not giving up.

My mother is homemaker. She did her B A in fine arts. She teaches students to spend her time fruitfully. She says she should not waste her learning.

My younger sister is in second year of graduation. She is very social and wants to pursue career in journalism. She is bright and possibly would become good journalist and author.

Comments:

The candidate narrated qualities of all the members of his family well. He projected clarity of thought, Social awareness, Family concern. He also showed learning attitude. He capitalized on the question.

Q2. Describe briefly your family background mentioning occupations of your family members.

R2 - Let us see an ineffective response. This candidate shows neutrality. He shows a bit of immaturity too.

Candidate's personality:

Casual,

Aggressive,

Good but Loud communication.

There are four members in my family presently, my parents, me and my sister. I don't consider my grandparents in my family. They live in village.

My father works with State Bank as Senior Officer.

My mother is homemaker.

My younger sister is in second year of graduation.

Comments:

The candidate just gave the answer. He did not use the opportunity. In fact, he showed immaturity by talking about grandparents.

Q3. Describe few qualities of your father.**Interviewer's Expectations:**

Interviewer wants to know about family values. He also wants to know your sensitivity and commitments towards your family.

Your attitudes shall get projected.

Hints for Preparation:

You should prepare for such questions too.

In fact you should make notes on all your family members.

It is very unlikely that such questions would be asked. Even if this question is not asked, the details available with you will be useful.

I repeat such details will enable you to create opportunities to project and prove your qualities.

Q3. Describe few qualities of your father.**R1 - Let us see an effective response.**

Candidate's personality:

Confident,

Good and sincere communication,

Sits straight, Good eye contact, Uses hands to talk.

My father works with State Bank as Senior Officer.

He started his career as Clerk after his graduation. He worked hard. He also completed his masters in Commerce and passed departmental examination to become Officer. He got promotions in due time.

He is hard working and studious on professional front.

He is a responsible family member. He looked after my uncle's education and settled him in family business. He is very caring father. His understanding of people is wonderful.

The most important quality I admire is his motivating skill. It is only because of his motivating my uncle, me and my sister could achieve whatever we have.

Although he speaks a little, we all love him. I would like to be like him.

Comments:

The candidate utilized the opportunity well. He projected qualities of and progress made by his father well. He projected his thinking clarity and analytical abilities. He also projected social maturity.

Q4. Give a summary of your performance in academic and professional studies.

Interviewer's Expectations:

He wants to ensure consistency of your performance. As the response involves comparison, your thinking clarity and analytical skill gets evaluated.

Your action and achievement attitude also gets projected.

Hints for Preparation:

Your response should be sequential.

Give name of the examination and your score in percentage.

Do not give details like name and place of your school or college. However, if you have studied in some prestigious institution, mention that.

As you are summarizing, you should also be analytical.

Emphasize your strengths.

Do not hide obvious setbacks. Mention mildly and tell how did you overcome it and what did you learn from it. Convert setbacks to your advantage.

Q4. Give a summary of your performance in academic and professional studies.

R1 - Let us see an effective response by a strong candidate.

Candidate's personality:

Confident,

Good communication,

Sits straight, Good eye contact, Uses hands to talk.

I completed my SSC with 75 percent. I was not very keen on pursuing Engineering. I was very keen on language during my school days. My score in English and Hindi were highest in school. I regularly contributed in school magazine. I thought I will become a writer.

However, I continued with science stream in HSC. I developed a liking for Maths. In fact, my strong English helped me there. My score in HSC was 93 percent.

I could get admission in Engineering college and I decided to go for computer science. My annual scores in Engineering are 65, 71, 73, and 75 percent respectively. I know I secured less in first year. The reason was my complacency and slight casual attitude.

I read "First thing first" by Covey in the beginning of second year. The book changed my view towards time. I could identify time wasters and I could get at least half an hour per day extra for studies. I scored high and was among top five students in my college in third and fourth year.

Comments:

The candidate projected Self-confidence and Emotional stability. He showed self-awareness by relating his likings and scores. He also showed personal integrity by admitting his low scores in first year of engineering. He showed learning and action attitude of very high quality by mentioning about the book he read and then saying how he implemented the ideas learnt

Q4. Give a summary of your performance in academic and professional studies.

R2 - Let us see an effective response by an average candidate.

Candidate's personality:

Average communication,

Average confidence,

Assertive Communication,

Mostly maintains eye contact.

I completed my SSC with 70 percent. I was not very strong at arithmetic. My score was high because of my very high score in language papers. I scored above 90 both in Hindi and English.

I joined commerce stream and cleared my HSC with 64 percent. I had opted for commercial arithmetic and again could score only 55 percent. I found accountancy also a bit difficult. I could get higher average because of theory paper like Economics and Secretarial Practices.

I pursued graduation in commerce and my scores of three years were between 65 to 68 percent.

I joined ICWA when I was in Second year of my B.Com. I have cleared one group scoring 55 percent and I am going to appear for second group in November this year. I am sure I will be able to clear it.

I will continue my ICWA final along with my job.

Comments:

The candidate projected self-awareness by giving reasons of his low and high scores. By giving these details he also showed personal integrity.

He proved his Action-orientation by informing about improved performance in college.

He showed clarity of thought about his future plans. He projected his hard working attitude as well by saying he will continue his studies while working.

Q5. How many subjects did you study during last semester?**Interviewer's Expectations:**

The interviewer wants to ask you questions related to your studies. He wants to know the subjects you have studied.

Although he did not ask, he wants to know the contents of those subjects.

Hints for Preparation:

This is a closed question. However, in all likelihood will be followed by question about the subjects. You should give the number followed by the list of subjects.

If situation permits, you can continue mentioning your favourite subjects and topics.

If you are not interrupted, you can a chance to tell the reasons of your liking and link it with the career you are looking for.

Chances are bright that you will be asked questions related to your favourite subject and topic.

If you do not give the details, the interviewer would ask as per his exposure and experience.

Q5. How many subjects did you study during last semester?

R1 - Let us see an effective response.

Candidate's personality:

Good Communication,

Confident, Assertive,

Sits straight, Good eye contact, Uses hands to talk.

There were four subjects and a technical paper presentation during our last semester. The subjects were Machine Design, Metallurgy, Thermodynamics, and Management Science.

Although I like technical subjects, management Science was new to us. I liked the contents very much, particularly the one on leadership style.

I presented a paper on use of non metallic parts in automobile for reducing weight and increasing mileage. I also prepared a design for non-metallic engine casing.

Should I explain the details, Sir?

Comments:

The candidate responded to the closed question anticipating next questions by giving names of the subjects and then by talking about his liked subject and topics. He projected an understanding of the subjects. He also very politely led the interviewer for next question by volunteering to explain his paper further. He projected learning attitude and Clarity of thinking.

While giving the additional details, he remained very brief and precise.

Q5. How many subjects did you study during last semester?

R2 - Let us see an ineffective response . This candidate gives one line responses. He loses control over the process. In the process, he gets trapped.

Candidate's personality:

Average confidence,

Loud voice initially (May be aggressive),

Confused at the end (looks down).

Response : There were four subjects and a technical paper presentation during our last semester.

Question : What were the subjects?

Response : The subjects were Machine Design, Metallurgy, Thermodynamics, and Management Science.

Question : Which subject did you like most?

Response : Management Science

Question : Tell us something about MBO.

Response : (hesitates) I don't know

Question : It is Management By Objective

Response : (Confused Keeps quite)

Comments:

The candidate projected casual attitude. He gave one-line responses. He had not done any preparation and got trapped. His confusion is his own creation.

Q6. Which were your favourite subjects last year? Why?**Interviewer's Expectations:**

The interviewer wants to ask you questions related to your favourite subject.

He wants to know the subjects you have studied.

Although he did not ask, he wants to know the contents of those subjects.

Hints for Preparation:

If possible, the subject should be related to the job position.

You can project your qualities and match them indirectly with those being looked for by the interviewer.

You may give evidences of some action taken to prove your interest. This will be possible if you have done project work or paper presentation.

You should also be futuristic. Relate your interest with your future job or ambition.

One more point to remember. When you talk of liking, you may be made to talk about your disliking. You may mention your disinterest in some subject. But it should be supported by some reason.

Know the difference between liking, less liking and no liking; in other words interest, less-interest and no-interest. You should ensure not to show absolute no-interest.

Q6. Which were your favourite subjects last year? Why?**R1 - Let us see an effective response.**

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk

Last year we studied four subjects. They were Machine design, workshop practice, electrical engineering, and management Practices.

Out of these my most favourite subject was machine design.

From very beginning, I liked mechanical engineering. I like to see things in operation and I get excited studying and observing those things. Even I like to design mechanical assemblies.

During last semester, I along with two classmates, designed a foldable home structure. The size was about one and half meter cube. During summer vacation we manufactured it. We created flexible room sizes and shapes. The time to change used to vary between one to five minutes. We designed special three dimensional joints and hinges. Some joints were hydraulic.

I think such design can be used by builders and even by defense.

What do not excite me are the things which I cannot see. The theoretical topics of electrical engineering do not excite me much. However, I like assembling electrical parts.

Frankly speaking, I would like to pursue a career in mechanical engineering. I would like to work in production or design or quality related areas.

Comments:

The candidate projected Learning attitude.

He also projected his understanding of putting theory to application by narrating the project . He also projected self-awareness and personal integrity by talking about his low interest in electrical engineering.

He projected analytical skills by giving reason of his low liking of the same. He is very clear about his interest. He related his interest and career plan and showed analysis with maturity.

Q6. Which were your favourite subjects last year? Why?

R2 - Let us see an ineffective response . This candidate gives a brief answer. He ends his response rather open. He gives a wide option to the interviewer.

Candidate's personality:

Over-Confident,
Loud,
Aggressive,
Moves hands .

Last year we studied four subjects. They were Machine design, workshop practice, electrical engineering, and management Practices.

I liked Management Practices. I think, I am going to be a manager in future.

Comments:

The candidate projected casual and indifferent professional attitude. He also projected lack of clarity of thinking. He did not relate properly his liking and career.

Q7. Name the topics you studied in the subject of your interest.

Interviewer's Expectations:

This is a probing question. The interviewer is assessing your width and depth of knowledge. He is also judging your sensitivity to studies and learning attitude. He will also assess your analytical skill.

Hints for Preparation:

This question will possibly come out of your earlier response.

You need to structure your response. Your response should include major parts and then break up of major part.

You should not stop after giving the content, Refer to a particular area of your interest in that topic. The interest should preferably get connected to your project work, in-plant training, your hobby, or paper presentation.

In other words you should give evidences of your interest.

If you do that next question may follow from that.

Q7. Name the topics you studied in the subject of your interest.

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good communication,

Assertive, Sits straight,

Good eye contact, Uses hands to talk.

As I said I liked Management Principles and Practices.

The paper was divided into four parts. They were -

One, History of evolution of management principle and practices – covering pre-industrial to current period.

Two, Functions of Management – covering functions like planning, staffing, organizing, controlling etc. Out of these I like concepts of planning a lot.

Three, Organizations and Organization Development – covering types of organizations, organization structure, organization behaviour and organizational changes. Our faculty told us the story “Who moved my Cheese” with reference to change management.

Four, Leadership – covering leadership styles and leadership grid and the impact of different styles on performance. The elements of 9,9 leadership style were covered in detail.

My most favourite topic was 9,9 leadership. I would like to be a 9,9 leader.

Comments:

The candidate gave complete response showing Clarity of thinking by giving logical divisions of the subject with brief details. He also projected learning attitude and an attitude of putting theory to practice in professional career.

He showed his commitment by saying what type of leader he would like to be.

Q7. Name the topics you studied in the subject of your interest.

R2 - Let us see an ineffective response.

This candidate gives a brief answer. He ends his response rather open. He gives a wide option to the interviewer.

Candidate's personality:

Low confidence,

Hesitating,

Thinks and speaks,

Confused.

As I said, I liked Management Principles and Practices.

The topics were planning and managing, leadership style, history, etc. The topics were good because I want to be a manager in future.

Comments:

The candidate gave shallow and hollow response. He projected his casual attitude and indifference. He also showed depth of knowledge

Q8. Speak for five minutes on any of the topic related to your curriculum.

Interviewer's Expectations:

The interviewer is checking your depth of your study. He wants to assess your analytical and communication skills. He is also checking whether you can structure your communication.

Hints for Preparation:

This question is generally asked in two situations.

One, your performance is unsatisfactory. You have failed to respond to a series of questions. And the interviewer wants to give you a last chance. If you fail here, you are going to be rejected.

Second, your performance is satisfactory and the interviewer would like to check your interest and maturity.

In both the situations, you should talk on a topic relevant to your branch. If you can match the interviewer's expectations, that is great. For example, you are being interviewed by an automobile company and you talk about engines or alternative fuels or pollution etc.

Once again I remind you to prepare well.

I advise you to make a list of at least 25 questions each for all the main subjects related to your branch. Prepare fully.

Revise just before the interview.

Prepare more for the topics relevant to the organization.

As the topic is of your choice, ensure that your response is –

- Clear, that is not vague
- Structured and Sequential, that is step by step
- Elaborate with precision, that is to the point
- Logical and
- projecting your knowledge convincingly.

Q9. What is your target score? Explain your planning and monitoring of study in current year.

Interviewer's Expectations:

The interviewer wants to assess your seriousness in studies and to check whether you practise what you learn. Indirectly he is checking your planning and monitoring skill, managerial attitude and your attitude towards achievement.

Hints for Preparation:

You should be able to present your planning of studies for the semester or year. Your planning should include subject-wise planning with a well defined time frame. You should show analysis of time requirement of each subject.

You should also tell what you do with spare time. At the same time you should tell how do you manage the delays and contingencies.

You can also tell how you avoid time wasters and your time management techniques.

Q9. What is your target score? Explain your planning and monitoring of study in current year.

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good communication,

Sits straight,

Good eye contact, Uses hands to talk.

My average score of last two years is around 65 percent.

For last year of graduation I am planning around 73 to 75 percent. I have taken certain steps already to achieve this.

One, I have already collected question papers of last seven examinations and have analyzed. My analysis is chapter wise and type of question wise – that is theoretical or practical. This analysis is helping me.

I have used this analysis to make study plan of four months. My plan is daily – subject and chapter wise. I have provided for weekly monitoring. I make up on Sundays whatever I could not do during weekdays.

To allocate number of hours for each topic, I have considered type of topic, practice hours, my earlier knowledge etc. My planning required about ten percent adjustments. I take less time for some topics and more for some.

I also make notes for revision. My notes will enable revision in less time.

Every week I refer to past questions. That boosts my confidence level.

These actions enable me to seek help of teachers and my seniors when needed..

I will be completing my study ten day before examination. This will give me revision time before examination.

Should I explain you the format which I have used for planning, sir?

Comments:

The candidate projected analytical and planning abilities by telling the action he has taken already. He showed analytical abilities by mentioning the criteria of allocation of study time. He shoed planning, executing and and monitor skills. He, thus, projected managerial skills. He also showed initiative and responsibility taking attitude. He also projected Confidence by talking about the help he took from teachers and by offering to give more details of his planning.

Q9. What is your target score? Explain your planning and monitoring of study in current year.

R2 - Let us see an ineffective response. This candidate gives a brief answer. However, he shows a lack sense of responsibility taking. This response might result in rejection.

Candidate's personality:

Casual,

Average communication (may be loud).

I am planning to get maximum possible score. I have decided to work hard and give maximum possible time for studies. That will help me score maximum.

As far as percentage is concerned, there is no meaning of planning. A lot depends on the questions and the evaluator.

Comments:

The candidate projected his desire without any action plans. He projected an attitude of avoidance of responsibilities. This response may lead towards rejection.

Q10. You cannot call yourself a graduate if you are computer-illiterate. Do you agree?

Interviewer's Expectations:

The interviewer wants to your keeping pace with the time. He is also checking your applied knowledge and analytical ability.

Hints for Preparation:

This is a loaded question. If you agree, your computer awareness and expertise is going to be assessed. The disadvantages of excessive computerization can also be pointed out.

If you do not agree, you will be asked a question about relevance in today's progress.

You should be able to tell the past, present and future of computerization.

Give a balanced answer in such situations. You need not be very strong and inflexible. You should be able to present both sides of the coin. You should say how to be benefited from good things and how to avoid disadvantages.

Q10. You cannot call yourself a graduate if you are computer-illiterate. Do you agree?

R1 - Let us see an effective response by a candidate who agrees.

Candidate's personality:

Good communication,

Confident,

Sits straight, Good eye contact, Uses hands to talk.

Yes, I am in agreement with the statement.

Today computer has become part of our life; be it education, business, production, or investment.

To give you my example, I started using MS-Office since my junior college days. I made my study schedule in Excel sheet and monitored.

I have solved some puzzles using computer to improve my aptitude.

I have made five PPT presentations for giving seminar in my third year of graduation. The visuals made my presentations very interesting to the audience.

In our family, we pay most of our bills using e-banking. It saves lot of time and energy. I also manage my father's investment in mutual fund using computer. I used to update daily transactions. The sheet was helpful in calculating taxes.

Yes, any person who claims to be graduate must be aware of uses and good uses of computer and latest technology. We need to move ahead with time.

Comments:

The candidate projected his professional knowledge and his learning and updating attitude.

He also projected his interests other than his regular studies by saying that he has used Excel to solve puzzles. By this he also projected his initiative taking attitude.

He projected his attitude to keep pace with the time by taking action by giving practical uses of computers in studies and at home.

Q10. You cannot call yourself a graduate if you are computer-illiterate. Do you agree?

Let us see two ineffective responses. Both the responses shows lack of analysis. They shows judgment without in-depth thinking.

R2 - First, let us see an ineffective response by a candidate who agrees .

Candidate's personality:

Casual,

Average confidence,

Looks down and up and down.

Yes, I am in agreement with the statement.

Computer is really essential. We all should be aware of it.

Hence I agree.

Comments:

The candidate projected lack of analysis and depth of thinking.

Q10. You cannot call yourself a graduate if you are computer-illiterate. Do you agree?

R3 - Now, let us see another ineffective response by a candidate who did not agree.

Candidate's personality:

Loud voice,

Aggressive.

No, I am not in agreement with the statement.

What computer offer us is games. That is sheer wastage of time.

Computers are also resulting in psychological troubles. People are committing suicide.

Therefore, I don't agree.

Comments:

The candidate projected lack of analysis. He also showed negative emotion and irrational thinking.

Q11. Narrate your project work step by step in detail.**Interviewer's Expectations:**

The interviewer's expectation is to see your inclination towards a practical work. He is evaluating your problem solving and decision making skills. He is also checking your supervisory and managerial capabilities.

Hints for Preparation:

This question gives you a good opportunity to project your capabilities. In case of students this is the practical work. You should capitalize on this question.

You should describe it step by step – starting from selection to completion. The points you can include are –

- Purpose of your doing the project – Academic compulsion or your interest

- Theme of the project and expected results

- Planning for execution

- Execution and monitoring of the project work

- Resources used

- Planned versus expected results

- Learning from the project

- Appreciation and recognition of your project work

- Application in future

Ensure that you project your technical and managerial abilities.

Q11. Narrate your project work step by step in detail.**R1 - Let us see an effective response.**

Candidate's personality:

Confident,

Good Communication,

Assertive,

Sits straight, Good eye contact, Uses hands to talk.

I and two of my colleagues did a project for productivity improvement on gear blank turning machine at Good Gear Company. The prevailing productivity was 200 blanks per shift. As their production rate had gone up to 225, this machine had become a bottleneck.

We observed for two days and collected data about loading and unloading time, set up time, number of set ups per shift, tools, fixtures, cutting speed etc.

We studied these points in details, tabulated the data properly, made cause and effect analysis and made the proposal for changes.

First, considering the condition of the machine, cutting tool material and material to be removed, there was a possibility of increasing the cutting speed by 5 percent or so. However, the quality of coolant was required to be monitored.

Second, the tool set up time was ten minutes and there were ten set ups per shift. By having one extra tool holder at a cost of Rs. 2500, it was possible to reduce internal set up time by three minutes, saving about half an hour per shift.

We made a detailed proposal and presented to the manager, productivity cell after about two weeks. We were told to make a bar chart showing man-machine working indicating set up time reduction for training the workmen. We made a display chart. The production jumped to 215 to 220 per shift.

We studied loading fixture of the component. The job clamping system was proposed to have spring loading with marginally longer locating pins. The changes are being made now.

Comments:

The candidate projected Analytical ability by narrating the projects step by step following a logical sequence. He also projected his managerial and leadership qualities like Planning, coordinating and executing. By giving a logical analysis, he also proved his technical knowledge.

Q11. Narrate your project work step by step in detail.

R2 - Let us see an ineffective response. This candidate gives a brief answer. The response is show and lacks depth. It also reflects casual attitude.

Candidate's personality:

Casual,

Average confidence,

Looks here and there while speaking.

I, along with two of my colleagues, did a Mini project as part of our academic curriculum.

We computerized hotel management system. It was related to room booking.

We went to a hotel once to get details. They were busy and not interested in us.

We did on the basis of whatever we understood. It was not implemented anywhere.

We submitted the report to our college.

Comments:

The candidate projected his indifference towards action. This response shows lack of interest, involvement, initiative, and responsibility taking attitude.

Q12. Which management principles did you learn during in-plant training at Cool Company?**Interviewer's Expectations:**

This question is aimed at assessing your learning attitude. The interviewer would like to see your involving and initiative taking attitude. He would like to see how you relate training with your future.

Hints for Preparation:

This question gives you a good opportunity to project your capabilities. In case of students this is an exposure to a working organization.

You should describe it step by step – starting from selection to completion. The points you can include are –

A brief introduction of the company – the product, processes and the management culture. Ensure not to talk negative.

Then you can talk about your learning of management principle. Support your response with evidences.

Focus more on your learning.

Do not make a point for the sake of making. The interviewer might probe into your responses.

Q12. Which management principles did you learn during in-plant training at Cool Company?**R1 - Let us see an effective response.**

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk.

I was fortunate to do inplant training with Cool Company for a month. They put me under Mr. Rath, their HR officer, who guided me.

The first thing I learnt was the principle of internal customer satisfaction. I attended two of their interdepartmental meetings where they discussed their expectations from each other openly. They also pointed out the incidences of not up to the mark services. They helped each other in corrections. I learnt the principles of customer care and satisfaction. I studied related clauses of their ISO manual. I also learnt the concept of external and internal customers.

I also learnt management by making the expectations clear. The company had display boards indicating the daily per shift production expected for a month. The workers used to follow.

I also studied their Quality Circle movement and the principles of wastage elimination. Their productivity due to their quality Circle efforts went up by two percent last year. There I also learnt the principles of motivation. Autonomy in decision making at work place is the biggest motivator.

I also learnt the importance of training. Every one in the company spends at least three days per year in training. The training is followed up and supported by books in library. I learnt the importance of keeping myself updated.

I could see the concepts of 5S and TPM in practice. I am going through the literature of 5S and TPM now.

I would love to implement the concepts I have learnt.

Comments:

The candidate projected analytical skills by narrating the details logically and in a sequence. He showed ability of reflection and in-depth thinking by giving the details with precision. He also showed initiative by saying that he would study 5S and TPM further. He showed his passion by saying that he would love to implement his learning.

Q13. Mention various papers presented by you. Which was the most important one? Narrate.

Interviewer's Expectations:

The interviewer's expectation is to see your initiative and responsibility taking and learning attitude. He is evaluating your data collection and analytical skills.

Hints for Preparation:

You need to prepare for this question the way we discussed for your project work.

This was a learning experience for you.

Your response should include -

- Selection of topic

- Theme of the paper

- Collection of data

- Preparation by selecting and eliminating details

- Preparation of the presentation using computer

- Experience in front of audience

- Appreciation and recognition received

- Learning - Technical and managerial

- Future plan to improve

This question is an opportunity. You must capitalize on this.

Q13. Mention various papers presented by you. Which was the most important one? Narrate.

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk.

During my engineering, I presented papers thrice, twice in third year and once in final year. The papers presented during third year were related to alternative fuel and pollution in textile industry and remedial measure. Both the papers were technical in nature.

The paper I presented in final year was slightly different. It was "Kaizen movement in industry at Aurangabad and its advantages".

The paper I presented was divided into four parts:

First, The Kaizen movement in Japan and India

Second, concept of value and non-value adding activities

Third, Concept of Kaizen - Involvement of employees for workplace improvement

Fourth, kaizen in five factories at Aurangabad with practical technical examples

Fifth, Conclusion as Future of Kaizen movement in industry and society

It was about half an hour presentation. However, there were many questions from the students and teachers. I took another half an hour answering their questions.

My presentation was ranked first. he had taken.

I learnt how to approach industry, how to collect data and information, how to filter relevant data etc. Over and above this I got an exposure to the industry. This experience would make me a better employee in future.

Comments:

The candidate projected very strong Learning and action attitude by saying that he had presented papers thrice. He showed his professional interest by three different but relevant subjects. He showed his initiative by his efforts to collect details from industry. He showed ability to think for future and his intention to create opportunities of learning. He projected his sensitivity to situations very effectively by narrating his learning from the actions he had taken.

Q14. Which professional journals do you read regularly?**Interviewer's Expectations:**

The interviewer's expectation is to see your initiative taking and learning attitude. He wants to check your awareness to keep yourself updated professionally.

Hints for Preparation:

Don't simply mention the names of the journals.

Say the reasons of your reading.

Then mention the names and the contents of those journals in brief. You should give evidences of putting some learning to practice.

Ensure that you relate your reading with your professional career.

Q14. Which professional journals do you read regularly?

R1 - Let us see an effective response by a candidate who reads -

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk.

I regularly read two journals. One the computer today and two Business today.

As I am aspiring to be a computer engineer, I need to keep myself updated. Computer today is a good magazine which covers both hardware and software issues. The articles are contemporary and relevant.

Recently, it published an article on designing certain games. Using that article, I developed software for two games. The games were to improve analytical abilities. The games have been downloaded in our laboratory.

The other magazine is Business today. I read it to keep myself updated in professional field. This magazine gives knowledge about various industries, book reviews, share market etc. What I like most is one page discussion with leading industrialists of the country. The page is really informative and motivating.

I would like to read more technical journals in future.

Comments:

The candidate projected Learning attitude by talking about the basic purposes of reading magazines. He also showed his ability to analyze by relating magazine reading to professional requirement.

He also showed his future planning by saying that he would read more in future. He clearly showed intention of getting ready for a professional career.

Q14. Which professional journals do you read regularly?

R2 - Let us see an ineffective response by a candidate who reads.

Candidate's personality:

Over-confident,

Good Communication,

Casual,

Insincere.

I regularly read two journals. One the computer today and two Business today.

My room partner bring those magazines. Reading is a good habit.

Comments:

The candidate projected casual attitude by giving irrelevant details. He clearly demonstrated lack of preparation and sincerity.

Q14. Which professional journals do you read regularly?

R3 - Let us see an effective response by a candidate who does not read – He gives reasons for non-reading.

Candidate's personality:

Confident,

Good Communication,

Assertive,

Sits straight, Good eye contact, Uses hands to talk.

I am pursuing to be a Mechanical Engineer. There are various magazines available in market and our library. These are Engineer Today, Design, Manufacturing Management, etc. on technical front. Similarly, on management and professional front there are many. Notable are Vikalpa by IIM, Business today, etc.

I admit that I am devoting my time to my studies. I would like to score and be in top five.

During each vacation, I have joined one or the other courses and always excelled. I am an expert CAD designer. I have also mastered MS-Office.

As soon as my examinations are over, I would start reading. I would start with technical magazines first. Then I will go for business magazines.

I will keep myself updated on both technical and managerial fronts.

Comments:

The candidate projected his ability to analyze by giving logical reasons of his not reading magazines. He showed personal integrity by this admittance. He showed self-awareness and skill of setting priorities by actions he took during vacations.

He showed maturity by saying although he did not read journals, he knew the importance of reading. He is ready with future plans. He covered one negative with another positive.

Q14. Which professional journals do you read regularly?

R4 - Let us see an ineffective response by a candidate who does not read.

Candidate's personality:

Aggressive,

Casual ,

Adamant.

Sir, I don't get time to read.

There is tremendous pressure of studies. I do not get time at all.

Comments:

The candidate projected responsibility avoiding attitude. He did not show any planning. He created excuse.

Q15. Which books did you read in recent past? Describe the contents briefly. What did you learn from the book?

Interviewer's Expectations:

The interviewer's expectation is to see your initiative taking and learning attitude. He wants to check your awareness to keep yourself updated professionally.

Hints for Preparation:

This is a multiple question. In one go three questions have been asked.

You have two choices.

Mention a book and narrate contents and your learning. Then go to next book.

The other choice is mention all the books and select one book and narrate contents and learning. Then go to next book. Chances are bright and once you have explained one book, you will be required to go for second.

Ensure that you relate your reading with your future professional career and life.

Q15. Which books did you read in recent past? Describe the contents briefly. What did you learn from the book?

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk,

Uses pen and paper but do not write.

In recent past I read a few books, namely You Can Win by Shiv Khera, Seven Habits by Covey and Who moved my Cheese by Spencer Johnson. I could not appreciate seven habits fully. I need to re-read it. You can win was simple.

Recently I read Who moved my Cheese. I would talk about it.

What I liked most in that book was the comparison between the thinking of mice and human being. There are four characters - Two mice and two little people. The mice have simple brain. Against that the people have brains filled with huge belief system and lot of emotions.

The book very nicely explains how we make ourselves or spoil ourselves.

I learnt many things, namely –

One, have a dream

Two, believe in your dream

Three, work to achieve

Four, obstacles would keep on coming

Five, don't worry and don't be afraid

Six, Take action and overcome the obstacles.

I have got presentation of the book from one of my friends. I would like to give the presentation to my juniors after our examination.

Comments:

The candidate projected high quality of reflection and in-depth thinking by giving the list of learning very precisely.

He also projected learning and action attitude by mentioning about presentation. He showed Leadership qualities by saying that he would present the book to juniors.

Q16. Give five reasons for us to offer you this job.**Interviewer's Expectations:**

The interviewer is looking for evidences for your being an extra-ordinary candidate. He wants to compare you with ordinary candidates. He wants to assess supervisory and leadership qualities in you.

Hints for Preparation:

This question is a blessing in disguise. You need to show utmost maturity here. Talk about the job and the related competencies. Then talk about your capabilities. Create a match and prove that you are suitable.

If you are lacking somewhere, mention. Then talk about your actions to improve.

Then talk about your extra-curricular interests. Show your interest for doing job other than routine.

Q16. Give five reasons for us to offer you this job.**R1 - Let us see an effective response.**

Candidate's personality:

Confident,

Good Communication,

Writes while speaking ,

Sits straight, Good eye contact, Uses hands to talk.

Sir, You are looking for Engineers for software development. You would also expect us to take project leaders job in about two to three years time.

To perform the job one need to be :

One, Highly analytical and logical

Two, Creative

Three, Hard working to meet deadlines

Four, Good communication skills

Five, Leadership qualities

Six, high up-to-date technical and professional knowledge

I think I have all the above qualities. However, I must admit that I am not very much updated technically and professionally. As I focused a lot on our academic curriculum, I could not keep myself professionally and technically updated. I will have to read and may be get associated with professional bodies.

I would like to work on my leadership style. I need to know the concepts. I need to practise under guidance of my seniors.

Comments:

The candidate projected analytical skill and professional awareness by mentioning qualities needed for a software engineer. He also showed self-awareness and personal integrity by self-evaluation. He showed managerial and professional maturity by talking about his willingness to prepare and plan for any situation

Q16. Give five reasons for us to offer you this job.

R2 - Let us see an ineffective response. This candidate gives a brief answer. The response lacks analysis. It also reflects casual attitude.

Candidate's personality:

Loud,

Aggressive,

Over-Confident.

I should be offered this job because I have cleared your aptitude test and group discussion.

I have done reasonably well in this interview.

I am also going to be a qualified engineer.

I think these are the reasons.

Comments:

The candidate projected lack of preparation and professional immaturity supported by casual attitude.

Q17. What is your salary expectation per month?**Interviewer's Expectations:**

The interviewer wants to check your self-confidence, market awareness, your self-awareness and professional maturity.

Hints for Preparation:

This question will generally be asked at the end of the interview. By that time you will come to know about your performance. If you have fared well, this is a chance to reinforce. If you have not fared well, this is a chance to make up.

Don't simply tell a figure. Justify your expectation by projecting your ability to perform.

In fact, you should match your ability and their expectations.

Before giving a figure, you must find out about the expected salary from the interviewer's organization.

Q17. What is your salary expectation per month?**R1 - Let us see an effective response.**

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk.

Before I talk about my expectation, I would like to talk about my qualities.

Sir, I am a qualified engineer and have aptitude and attitude to perform.

I have technical knowledge which is partly evident by my score. My project work report also shows it.

I am enthusiastic and I have positive attitude. I am action-oriented and I believe in only one word and that is Action.

I like to accept challenges and I am not afraid of taking responsibilities.

I am also reliable and dependable. Once I commit I put my all to complete it.

Considering my qualities, I will look for a monthly salary of about ` 30000.

Over and above salary, I will also look for a culture where I can utilize my potentials to the maximum. My contribution will satisfy me.

I assure you that I will look for and also create opportunities for personal as well as professional growth.

Comments:

The candidate projected by analytical ability and self-awareness by talking about his qualities logically. He also showed his commitment by saying that he would look for growth

Q17. What is your salary expectation per month?

R2 & R3 - Let us see two ineffective responses. Both the responses are one line ones. They lack analysis and lack of thinking. Both the candidates get cornered.

Candidate's personality:

Both R2 and R3 –

Casual,

Poor Confidence,

Confused, Slow.

This is the first one –

A : I will be happy with Rs. 8000.

Q : Why?

A : I am not materialistic. This amount is sufficient.

Q : Will this amount be okay after your marriage?

A : No, Sir. But I will be getting increments.

Q : Do you think increments are guaranteed?

A : All companies give annual raise.

Q : But, we don't! (Confused.....)

Let us see the second ineffective response.

A : It depends on your policies.

Q : But you will have some minimum expectations.

A : Sir, the competition is very tough. All engineers are

not getting employment. We do not have much choice. So, whatever you offer will be acceptable to me.

Q : We offer 4000 a month. Will that be okay?

A : (Surprised) Sir, You should offer me 8000. I know that is your policy.

Comments:

Both the candidates projected lack of preparation and casual attitude. Naturally, they head for possible rejection.

Q18. From five years from now, where do you see yourself?**Interviewer's Expectations:**

The interviewer want to check your thinking and planning about life. You need to project your seriousness. The interviewer is looking for action and achievement attitude. In other words, he is looking for fire in your belly to perform and excel in life.

Hints for Preparation:

Most of the students say that they want to be managers or leaders or decision makers. They fail to elaborate. They also fail to discuss other aspects of life. They also fail to respond to questions on management or leadership.

Please remember that your career objective is available to the interviewer. Naturally, your response should match with your career objective.

You should give a balanced answer covering major aspects of life. Naturally, you need to focus more on your career

Q18. From five years from now, where do you see yourself?**R1 - Let us see an effective response.**

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk.

I will be joining a job, possibly with you, in about four months from now. I will be joining as an Engineer.

In five year time, I see myself as a Manager responsible for a production department having about 100 operators and about 10 professionals.

I would be in charge of the department and responsible for production as well as for maintenance.

My job would be expansion of business, capacity planning and improvement, productivity improvement etc. I would like to be involved in Marketing indirectly.

I see myself as a manager who is highly disciplined and highly respected for his knowledge and attitudes.

On salary front I will be getting at least three times of my starting pay.

In five years time, I will be completing my MBA, which I will start pursuing after about two years from now. This will be to sharpen my managerial and leadership skills.

On family front, I might get married or in the process of getting married.

Presently, I am member of student wing of Rotary Club. I will be involving myself in Rotary Club activities. If time permits, I

would like to be in the managing committee and undertaking some social projects.

Comments:

The candidate projected his understanding of life and life goals by talking about career as well as family and social life. He showed high degree of maturity and in-depth of thinking.

Q18. From five years from now, where do you see yourself?

R2 - Let us see an ineffective response . This candidate gives a brief answer. The response shows casual attitude about future. This might project an indifference towards achievement.

Candidate's personality:

Casual,

Average / Good Communication.

In five years time I will be a manager.

I will manage the department and take all the decisions.

I will also solve problem of my people.

Every year I will be promoted and I will earn a good salary.

Comments:

The candidate projected casual thinking. His response may lead to further probe. The candidate may get trapped.

Q19. Explain your career objective which you have written in your resume.

Interviewer's Expectations:

The statement should be originally yours, simple, guiding and motivating. Many of the students copy someone's career objectives. You should never do it.

Develop your own career objectives. Go through it critically. You should not get unduly trapped.

Hints for Preparation:

Your career objective should answer three questions.

One, What do you want to be and have?

Two, Why do you want to be and have?

Three, How do you want to achieve?

The statement should be originally yours, simple, guiding and motivating. Many of the students copy someone's career objectives. You should never do it.

Develop your own career objectives. Go through it critically. You should not get unduly trapped

Q19. Explain your career objective which you have written in your resume.

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk.

Sir, let me read my career objectives. I have written only three sentences.

To work in a company utilizing the potential fully to satisfy my seniors.

To take responsibility and accept challenges in work for self-development.

To earn at least Rs. 50,000 per month in five years time.

First statement is about using my potential to satisfy my seniors. They are going to be my first and immediate customers.

Second statement is about my attitudes. I will take responsibility and accept challenges. These two words would always guide me to be action and result oriented. These two value words will not allow me to withdraw from any situation, even adverse. I will learn from the problems I would face,

Third statement is about my earning. The direct measurement of my success in career is my earning. I would like to be at about Rs. 50000 per month.

Comments

The candidate projected high level of professional maturity and practical approach.

He answered three questions:

One, What does he want – by talking about his salary expectations.

Two, Why does he want – by talking about purpose of satisfying seniors and for self-development.

Three, How he is going to achieve – by talking about taking responsibility and accepting challenges.

Q19. Explain your career objective which you have written in your resume.

R2 - Let us see an ineffective response. This candidate simply reads and avoids any explanation. This leaves the ground open. This happens when one has copied the career objective. This is a very common practice these days.

Candidate's personality:

Average Communication,

Average Confidence,

Confused.

Sir, let me read my career objectives.

To work for an organization with dedication and integrity and a focus on creating challenging circumstances to contribute towards its productivity and profitability; also to earn handsome salary and social and professional recognition. This will make my parents proud.

(Keeps quite.)

Question : Explain the word "integrity".

Response : Sir, it means hard work.

Question : Really?

Response : I am not sure, Sir.

Question : Who wrote your career objective? Did you copy?

Response : Sorry Sir. I was in a hurry to submit resume. I copied from the resume of one of friends.

Comments:

The candidate could not sustain probe and got trapped.
Naturally this might lead to his rejection.

Q20. What is your opinion about long working hours these days in industry?**Interviewer's Expectations:**

This is loaded question. The interviewer wants to check your personal values about working. He wants to check your balanced thinking and maturity.

Hints for Preparation:

This is a question to check your personal values and attitude towards working. You need to be careful.

Your response can be converted to a leading or loaded question very easily.

For an example if you say long working hours are okay, the next question will be about personal and family life. If you say long working hours are not okay, the next question could be about survival in present competition.

Therefore, avoid taking extreme positions. Maintain flexibility. See, both sides of the coin. Analyze and respond.

You need to project maturity and balanced thinking.

Q20. What is your opinion about long working hours these days in industry?**R1 - Let us see an effective response.**

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk.

Sir, I would not like to give an answer in terms of yes or no.

This issue should be analyzed from business, personal and social view point. It should also be seen from a long term perspective. It should also be seen considering frequency of overstay per month and the nature of work.

For an example, the situation is very competitive today for most of the industries, particularly for medium and small scale. Employees are forced to spend long working hours. In some cases the competition is simply cut-throat and very easy cost to reduce is the employee cost. There we don't have a choice.

On personal front, if you ask me to spent 12 hours a day, not an issue. I am fresh. I have no family responsibilities as far as being with family members is concerned. Moreover, I would otherwise also would like to spend more time on job. I would like to learn as many things as possible. This is my personal choice. That is for my career growth.

But, if you consider a person with a family with growing up children, long working hours is a serious issue. He will not be able to spend time with his children and wife. It may be disturbing all. His health could also be an issue.

These days people are required to spend a good amount of time coming to the factory or office.

I think, each individual should decide considering his life goals.

Comments:

The candidate projected his professional and managerial knowledge supported by Analytical abilities by talking about today's situation and need of long working hours. He also showed in-depth thinking by considering need of different types of people. He showed emotional balance by putting himself in the situation.

Q20. What is your opinion about long working hours these days in industry?

Let us see two ineffective responses. This candidates give brief answers. They give very general reasons. The responses lack sensitivity, understanding and analysis.

Candidate's personality:

R2 –

Casual,

Indifferent Communication

It is okay. Ultimately we need to progress. We don't have a choice.

Comments: The candidate projected lack of Analytical ability.

R3 –

Loud,

Aggressive,

Judgmental or Critical

It is certainly not a desirable thing. Government has already fixed working hours. Why should we work beyond that? It is okay once in a while. But, if it becomes a practice, what is going to happen to our personal life?

I am totally against it.

Comments:

The candidate projected Emotional imbalance and prejudices. The interviewer would probe his emotional balance by asking personal-value based questions.

Q21. List three of your personal strengths. Arrange the strengths in order. How are you utilizing your strengths presently? What are your plans to utilize your strengths in immediate future?

Interviewer's Expectations:

The interviewer wants to know whether you are aware of your personality. He also check your action attitude. Indirectly, he is checking your ability to create and utilize opportunities and use your capabilities. He also wants to check your sensitivity to situations.

Hints for Preparation:

Whenever a question of your personal strengths comes, your response should cover –

- The strength

- Your understanding of the strength

- Recent evidences of use of strength and outcome

- Use of strength in present activities or studies

- Plans to improve strength

- Plans to use strength in future

Now coming to the question –

This is an example of multiple questions. The interviewer is asking for four things.

You do not know his intentions. In any case it is better to be careful and answer all four questions one by one.

When you talk about your strength, it is better to give evidence of use of strength even if not asked.

Here, the interviewer wants to know about your plans to use your strengths. You need to talk about future too.

Q21. List three of your personal strengths. Arrange the strengths in order. How are you utilizing your strengths presently? What are your plans to utilize your strengths in immediate future?

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk.

I will respond to your questions one by one.

My three strengths, in order, are –

One, I am self-motivated,

Two, I am hard working person, and

Three, I can motivate and lead people

Now, I will explain how I have utilized my strength of being self-motivated.

I set objectives and time bound targets and activity plans. I monitor and ensure that I work and achieve results as per the plans.

To elaborate, I knew that I need to have good communication skills. I located five students who needed help in machine drawing. I offered my help. We decided ten sittings of two hours each twice per week. Already eight sessions are over. I have also taken two tests to confirm their understanding.

I will tell you one more incidence.

I offered my help to organize factory visits during our last term. I met company officials and organized six visits. All the visits were supported by meeting with few seniors to guide us. I had prepared and circulated a question set in advance to all my classmates. The question sets were prepared by me for each company separately. I was appreciated for my efforts as the visits were very fruitful.

I am planning to attend a workshop on managerial skill development. I will learn methods of developments and implement.

Comments:

The candidate projected Self-awareness by stating his strengths in clear cut terms. He showed Attitude of action and achievement by narrating past incidences which resulted in positive outcome. He showed managerial qualities by narrating planning of factory visits.

Q21. List three of your personal strengths. Arrange the strengths in order. How are you utilizing your strengths presently? What are your plans to utilize your strengths in immediate future?

R2 - Let us see an ineffective response. The responses are one line ones showing lack of thinking. Ultimately, the candidate gets hooked.

Candidate's personality:

Over-Confident,

Loud and aggressive,

Speaks without thinking.

Response : I am highly self-motivated and I am a leader.

Question : What do you mean by that?

Response : I work without being told by anyone.

Question : An adult need not be told what he should do.

Response : No, I did not mean that. I meant, I work hard to get good marks in examination.

Question : What do you mean by good marks?

Response : I should score minimum 70 percent.

Question : Why not plan maximum?

Response : (Confused.....)

Comments:

The candidate projected lack of preparation and lack of understanding an issue.

Q22. Mention two weaknesses of yours. Which weakness bothers you most?

Interviewer's Expectations:

The interviewer wants to know whether you are aware of your personality. He also check your action attitude. Indirectly, he is checking your ability to take actions to overcome your shortcomings. He also wants to check your sensitivity to situations.

Hints for Preparation:

Whenever a question of your personal weaknesses comes, your response should cover –

- The weakness

- Your understanding of the weakness

- Recent evidences and adverse outcome on your performance

- Action already taken and the results achieved

- Plans to overcome the weakness

Now coming to the question –

This is an example of multiple questions. The interviewer is asking for two things. Answer both the questions one by one.

Create an opportunity to show that you are action-oriented.

Q22. Mention two weaknesses of yours. Which weakness bothers you most?

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk.

My first weakness is my getting emotional and the second one is slightly poor leisure time management.

I would like to talk about the first one because that bothered me most.

I used to be highly emotional one year ago. Now, I can remove the adjective 'highly' and say I am "just" emotional.

I realized this when I was discussing some incidences with my father about a year back. He knew about my being emotional even with the family members. He helped me analyze my behaviour with reference to criticism. In the meantime, I read a book on assertive behaviour. I decided to change.

However, this change is coming very slow. What I have gained in last one year is that now I quickly come to know of my getting emotional and that helps me control my behaviour. I know it is going to take time. But I have put myself on the right path of improvement.

I also know about not using my leisure effectively. I have decided to read the book (First thing first by Stephen Covey) on time management during vacation and also take help of

some of my teachers. I want to have a collection of some self-help and motivational books. I want to read during vacation and leisure.

Comments

The candidate projected Self-awareness and self-confidence by evaluating the quantum of his emotions. He also showed Attitude of problem solving by narrating his approach for taking guidance from his father.

He showed learning and responsibility taking attitude when he talked about his decision to read relevant book during vacation

Q22. Mention two weaknesses of yours. Which weakness bothers you most?

R2 - Let us see an ineffective response. The responses are one liners. The candidate did not prepared well.

Candidate's personality:

Confused,

Average confidence,

Average Communication.

Response : I am highly emotional. I cannot tolerate when someone tries to prove me or my decision wrong or criticizes me or my decision, particularly when I am right.

Question : What do you do then?

Response : Either I withdraw or counter argue to prove.

Question : What happens then?

Response : I really get upset and keep on thinking for pretty long time.

Question : During that period, can you concentrate on your studies or work?

Response : No, I cannot concentrate. I lose time and energy.

Question : What is the remedy?

Response : I really don't know.

Comments:

The candidate projected lack of self-awareness and also lack of attitude of initiative taking. The candidate lost control over the process.

Q23. Describe a major setback or failure of your life.**Interviewer's Expectations:**

The interviewer wants to know how serious are you with your life. He also wants to know your ability to manage yourself in adverse and unfavourable situations and conditions.

Indirectly, your learning attitude and action attitude shall get projected.

Hints for Preparation:

All of us experience minor or major setback from childhood.

You should never say that you did not have any setback.

Again, you should not mention a setback and stop.

Narrate the setback and its adverse effects. Then narrate how did you overcome the setback. You should talk about the actions you took. You should also tell lessons learnt.

This should be followed by your actions to avoid similar setbacks in future.

Q23. Describe a major setback or failure of your life.**R1 - Let us see an effective response.**

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk.

The greatest setback of my life is when I got into ATKT category in first semester of my Engineering. I secured 38 marks against 40 for passing in Drawing. It was a big blow to me. I was pretty upset because I had never failed before.

I analyzed and found that I failed because of two reasons –

One, I had become over confident and a bit complacent after getting admission in Engineering. I took studies a bit lightly.

Two, as I opted for Electronics, I thought drawing is not to be taken seriously.

I worked hard and cleared that paper with 80 percent score in coming examination.

I learnt not to take any thing lightly in life. I also learnt to analyze the setback. I learnt not to give up. I also realized that I have potential to learn any subject.

After this, I cannot give guarantee of not getting any setback in life. However, I can assure you that I will be able to come out of a setback successfully.

Comments:

The candidate projected high sensitivity of learning from mistakes and setbacks. He also showed attitude of accepting responsibilities of self-development.

A point of warning over here. Many companies would avoid candidates with academic failures. In such cases you may avoid referring to such setbacks. Refer to another effective response.

Q23. Describe a major setback or failure of your life.**R2 - Let us see an effective response.**

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk.

I would recall a setback which I experienced last year.

We had local Inter-college competition of paper presentation. The event was sponsored by local industry association. The topic was "Actions local industries should take to improve quality of life in city". The topic was pretty challenging.

I am one of the good speakers of college and was selected to represent our college. I became overconfident and thought of preparing at last minute.

Just one week before the competition, my father got sick and could not devote time. I still believed that I will be able to do the job and neglected taking help from my classmates, although they offered to help. I was really overconfident.

My performance was worst and naturally I could not meet the expectations of my teachers.

I learnt few lessons:

One, Do not be overconfident and proud

Two, Prepare well before time

Three, Seek help and support in crisis.

Comments:

The candidate projected high sensitivity of learning from mistakes and setbacks. He also showed attitude of accepting responsibilities of self-development

Q23. Describe a major setback or failure of your life.

R3 - Let us see an ineffective response. This candidate does not talk about learning from the setback. He just overcame the setback. The response shows lack of achievement orientation.

Candidate's personality:

Aggressive,

Loud,

Casual,

Insincere.

Yes. The setback was my failure in first year in Drawing. I consider it a setback only. It is not major. About 40 percent of the students failed in that subject.

In fact, The subject is not very important for Electronics students.

In any way, I cleared that paper in next exam scoring 45 percent.

Comments:

The candidate projected absolute insensitivity.

Q24. What are your hobbies?**Interviewer's Expectations:**

Hobby is some action where you can put theory to practice. Naturally, your time-management is being assessed. The interviewer might assess your learning attitude, initiative and responsibility taking. An expert interviewer will also find out your actions when you are free.

Hints for Preparation:

This is a question generally asked at the end of the interview.

If you have done well, you can reinforce your success.

However, if you have not fared well, this question gives you an opportunity.

Don't just mention the hobby or hobbies and stop.

Hobby is something you do regularly by design. You spend time and other resources.

Explain the hobby, the resources you are spending, benefits of your hobby, recognition you have received etc. Your maturity of spending your time effectively should get projected.

Never mention newspaper reading or watching cricket for fun as hobby. If your hobby is to watch TV, you should be able to talk about the benefits.

Q24. What are your hobbies?**R1 - Let us see an effective response.**

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk.

Sir, I have hobby of photography. My father gifted me digital camera when I cleared my SSC scoring 90 percent.

One of my father's friends is interested in photography. He is particularly interested in portraits. I took guidance from him.

During last year I had taken photographs of all my classmates. The photographs were showing the personal traits of each individual. It took me about two months to shoot including indoor and outdoor. I organized a small exhibition in our college. I created a soft copy and circulated to all. It was liked by all.

Last year I took some photographs pertaining to pollution and pollution control. These were basically from our society.

If time permits, I would like to gain some exposure to industrial photography in future.

Comments:

The candidate projected attitude of Learning, Action, and Achievement. He showed how to convert hobby to fruitful output. Indirectly, his managerial qualities got projected.

Q24. What are your hobbies?

R2 - Let us see an ineffective response. The responses are one liners. The candidate did not prepared well. The response also shows a casual attitude.

Candidate's personality:

Average to Low confidence,

Average communication,

Casual.

Response : I am interested in watching cricket match on TV. I watch because it entertains. I watch because I have time today.

Question : During that time, don't you think some fruitful work is possible.

Response : No Sir, I see TV only when I get bored from study.

Question : Then how can you say it is your hobby?

Response : Because I do it when I have nothing else to do.

Comments:

The candidate projected casualness about utilizing his time.

Q25. We have positions in Production, Quality, Maintenance, and Marketing. What is your preference?

Interviewer's Expectations:

The interviewer is assessing your understanding of various functions of an organization. He also wants to evaluate your analytical ability for decision making. Indirectly your rational thinking and your personal qualities and values will also get assessed.

Hints for Preparation:

You need to understand the difference between liking, less-liking and disliking; in other words between preferred, less preferred and not preferred.

You should never go for extremes of non-preference or disliking.

Next, match your preference with your abilities. Preference without capability does not have any meaning. It is possible to project your personal qualities and attitudes as well.

Q25. We have positions in Production, Quality, Maintenance, and Marketing. What is your preference?

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Speaks slowly and reflectively,

Sits straight, Good eye contact, Uses hands to talk.

Out of the four choices available to me, I would prefer first Production, second Maintenance, third Marketing and the last Quality. I would explain the reasons of my choice.

I have pursued Mechanical Engineering to go for production. I like to do the things - even innovative. During my project work in college, I dismantled engine of my bike, made changes in bore and piston size marginally . I could increase power marginally.

I also feel that one can contribute maximum in production. I have planning skill.

I know I will have to be a good people manager in production. I have inter-personal effectiveness. I think I can motivate people in right direction.

My second preference will be maintenance. I think this function is closest to production. I have some basic idea of TPM. I want to learn more about it. After my examination, I want to study. I have already collected study material.

My third choice is marketing, I am task oriented as well as

people oriented. I have good communication and presentation skills. I am not that good at negotiation perhaps. I will master that art.

My last choice is Quality. I think quality is basic responsibility of production. If quality is produced, why should we have quality function? I have heard about the concepts like first time okay during my inplant training.

Comments:

The candidate projected Thinking clarity and maturity by giving logical reasons for his preferences. He used logic of future growth for selection and elimination. He projected very good understanding of various functions. He showed leadership by saying that production should take care of quality.

Q25. We have positions in Production, Quality, Maintenance, and Marketing. What is your preference?

R2 - Let us see an ineffective response. The response shows casual attitude and lack of seriousness about job.

Candidate's personality:

Good communication,

Confident but Casual.

Out of the four choices available to me, my choice is Quality.

Quality offers more opportunities. Also in Production labour handling is involved. I don't like to be with them.

Quality is a white collar job.

I don't like Marketing. It requires running after people to get the order. My brother sales insurance policies. It is a difficult job. Also, marketing will need a lot of traveling.

Comments:

The candidate focused on difficulties. He projected negative responsibility avoiding qualities.

Q26. Why do you want to join our company?**Interviewer's Expectations:**

The interviewer wants to know about specific preparation done by you before attending this interview. He wants to know what data you have collected about the company and the job and related with your ambitions.

Indirectly, he is checking your sensitivity to situations, seriousness, learning and action attitudes.

Hints for Preparation:

First talk about the job which company is likely to offer. Then talk about the opportunities the job offers.

Then relate your ambitions with the job.

If you know about the culture of the company, you may briefly mention and relate with your interest.

Q26. Why do you want to join our company?**R1 - Let us see an effective response.**

Candidate's personality:

Confident,

Good Communication,

Speaks slowly but Reflectively,

Sits straight, Good eye contact, Uses hands to talk.

Sir, Your company is in software development. I understand you are looking for engineers who are well versed with programming. You are also looking for engineers with good analytical skill who can contribute in designing and upgrading commercial systems. You need people who have leadership qualities and are also ambitious.

I would like to join your company because of the following basic reasons.

First, my career interest tallies with the type of job you are offering. I would like to inform that I have done project work with Clutch Auto, a manufacture of auto components. I developed the systems of reconciling the input material issued from the stores with the actual production. As a result, they could find the flaw in their rejection reporting system. The actual rejection was 0.8 percent, but it was being reported to 0.3 percent. Due to my reconciliation system, they started focusing on rejections. They have requested me to upgrade the system further. I am going to do that during next vacation.

I have also designed a small gadget, attached to a conveyor,

which senses dimension of a component and either accepts or rejects it. It also keeps counting the okayed and rejected components. The company is installing this system on ten of their machines this year. This exposure shall be of use when I join you.

The second reason is that I am ambitious. I would like to work on challenging projects. You offer such assignments. I took the responsibility of inviting five top executives to address students of our college during the last semester. I managed the events successfully. I got good exposure of managing the events and also of coordinating with the senior executives.

The third reason is that your company recognizes employee potential for their growth. I got this feedback from my seniors, who are with you. I believe in learning and continuous self-development. I will be able to contribute and naturally grow.

I am sure. I match your requirements and I can look forward to you for fulfilling my aspirations.

Comments:

The candidate projected very high professional awareness, analysis and maturity. He narrated his abilities and related the same with the organizational requirements. He projected awareness of his career goals and specific action to move and grow. He showed very good self-confidence with very good analytical abilities.

Q 27. What will you do extra after joining our company?**Interviewer's Expectations:**

This question is aimed at checking your understanding of various roles a successful professional requires to play.

The interviewer is checking your preparation of those roles. Indirectly your learning attitude, professional interests and action attitude is getting assessed. Your attitude of initiative, responsibility and risk taking is also being assessed.

Hints for Preparation:

You should assure that you are adequately ready for meeting the job requirement.

Then, you should project your attitude of performance plus. This is possible in two ways.

One, you give evidences of extra work done in the past. You need to give specific results achieved.

Two, you talk tasks which you would like to perform using your abilities.

You should be able to prove that you would perform extra in spite of all difficulties.

Q 27. What will you do extra after joining our company?**R1 - Let us see an effective response.**

Candidate's personality:

Confident,

Good Communication,

Speaks slowly but Reflectively,

Sits straight, Good eye contact, Uses hands to talk .

Sir, I know I will be placed in production function and I will be responsible for producing quantity and quality. I am sure I will be able to give required output.

Over and above that, I will be able to contribute in your initiative of continuous improvements. I have studied ISO-9001 standards at Clutch Auto during my summer project. I have studied manual and procedures of their production departments. I have studied about fifty case studies related to productivity improvement and cost reduction there. I will use my knowledge to improve my workplace.

I have attended a training workshop on public speaking and presentation skills. I have talked to first year students on self-motivation on five occasions. I would like to conduct training programs for my juniors on self motivation and presentation skills.

I have been adjudged 'Most knowledgeable student of MS-Office'. I have studied MS-office thoroughly and have taught many of my colleagues and juniors. I would love to share my knowledge with others to make them more efficient.

I am a good event manager. Last year I was chief coordinator of annual gathering of my college. I coordinated the event successfully. I learnt to manage internal as well as external resources. I would be happy to contribute in this area.

I have learnt relaxation techniques. Presently I am studying creative visualization. I will certainly spread these techniques to improve quality of life of people around me.

I like to learn new things. I am always ready to take extra work-load. I am also prepared to work in different areas. I believe in making contributions.

Over and above this, if you give me additional responsibilities, I would willingly accept.

Comments:

The candidate projected self-awareness by proving his abilities logically. He supported his self-awareness by his attitude of learning, action and achievement. He also projected his willingness to utilize his potential for performance by offering himself for additional work load and responsibilities. He demonstrated professional maturity and leadership. He demonstrated clear vision of future.

Q28. Did you attend interviews before? How many? Where? What were the outcome?

Interviewer's Expectations:

The interviewer wants to check your learning attitude. You can show it by proper interpretation of your past experience. He would also like to check your ability to handle a setback or failure. Indirectly, he is checking your perseverance too.

Hints for Preparation:

There are two possibilities:

1. This is your first interview. In this case, quickly assess yourself on categories of questions asked. The main categories would be knowledge, skill and attitude. Be honest to admit your shortcomings. Politely mention your good performance.

Then, you can ask interviewer's feedback about your performance and his advise for improvement.

2. This is not your first interview. In this case narrate briefly what has happened. Mention what did you learn from those experiences. Then, tell how you have used that experience to perform today.

Q28. Did you attend interviews before? How many? Where? What were the outcome?

R1 - Let us see an effective response by a candidate who is giving First Interview.

Candidate's personality:

Confident,

Good Communication,

Sits straight, Good eye contact, Uses hands to talk, Reflective,

Speaks with moderate speed.

Sir, this is my first interview. I would like to evaluate my performance myself. I would also request your feedback.

I think you checked my technical knowledge. I am interested in application software. I am really good at this. However, I could not give satisfactory answer in case of operating systems.

I would rate myself at about 70 percent in technical knowledge.

You also evaluated self-confidence. I showed confidence throughout except when my answer on my project work was questioned. I showed emotion, but I could recover soon.

I also showed good analytical and communication skills.

I think you would appreciate me for my time management skills. However, I projected a bit of casualness. I am working on it.

On skill front I would rate myself at around 60 percent.

Overall, I am satisfied with my performance today.

Would you give me improvement feedback, sir?

Comments:

The candidate projected his reflection, spontaneous analysis and presence of mind. He proved his self-confidence by admitting his shortcomings. This shows his emotional intelligence. He supported this by his willingness to take feedback for improvement.

Q28. Did you attend interviews before? How many? Where? What were the outcome?

R2 - Let us see an effective response by a candidate with track of failure.

Candidate's personality:

Confident,

Good Communication,

Speaks slowly but Reflectively,

Sits straight, Good eye contact, Uses hands to talk.

This is my third interview, Sir.

On all the earlier occasions, I could compete successfully in aptitude test and group discussion. However, I could not get through personal interview.

First time, the company was looking for mechanical Engineers interested in commercial application software. I told that I was not very keen for commercial applications.

Second time, I could not respond to technical questions. The questions were slightly of higher level. I had not prepared well. I was rather over-confident and complacent.

I learnt a lesson from that. I worked hard after that on all fronts.

Today, I could respond satisfactorily to your technical questions.

However, I need to sharpen my communication skill. I also could not reply to one hypothetical question. I lacked a bit of

managerial knowledge. I will study about contemporary management.

Overall, I am sure to be in selected list.

Comments:

The candidate projected self-confidence, emotional strength and personal integrity by admitting his failures. He showed analytical skills by explaining causes of his failures. He proved his learning and action attitudes by his willingness to learn from mistakes. He showed his commitment by saying that he would study contemporary management

Q28. Did you attend interviews before? How many? Where? What were the outcome?

R3 - Let us see an ineffective response by a candidate with track of failure.

Candidate's personality:

Good communication,

Casual.

This is my third interview.

On two occasions, I did not get selected although I had responded to most of the questions correctly.

Today also I have done a good job.

I am sure, I will get selected.

Comments:

The candidate projected casual attitude towards his failures. He showed unwillingness to analyze and accept responsibility. He also indirectly projected lack of leadership qualities

Q29. What is more important to you –

- 1. high salary or**
- 2. fast career growth or**
- 3. challenging job or**
- 4. high job satisfaction?**

Elaborate with reference to your seeking employment with us.

Interviewer's Expectations:

.The interviewer wants to check your mindset and your attitudes towards work. He is also checking your personal values. If you act and give round about answer, the interviewer may go for probe. Indirectly your analytical skills and depth of thinking will also get assessed.

Hints for Preparation:

This is a hypothetical question. You need to give priorities. Naturally, the ranking needs to be done using logic.

Your logic should reflect your positive thinking and action attitude. You should focus on your contribution to the organization. You should take value-based decisions. You should not be unnecessarily emotional.

If you act and give round about answer, the interviewer may go for probe.

Remember, your vague response can put you in a loaded question situation. Therefore, while responding to such question give logic. If crossed, maintain your position, but also show your flexibility.

Q29. What is more important to you –

- 1. high salary or**
- 2. fast career growth or**
- 3. challenging job or**
- 4. high job satisfaction?**

Elaborate with reference to your seeking employment with us.

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Speaks slowly but Reflectively

(He has written the points. Uses paper while speaking.),

Sits straight, Good eye contact, Uses hands to talk.

You have given me four elements. They are -

1. High salary
2. Fast career growth
3. Challenging job and
4. Job satisfaction

Out of these, I will bother less about job satisfaction. I consider it to be a psychological element. I enjoy whatever I do. My focus should not be what my job gives me; it should be what I give to the job.

The next non-important factor will be salary. If I perform, salary would follow.

Now, I am left with fast career growth and challenging job. I would go for challenging job between the two. The competition is hotting up day by day. If I shy away from challenges and risks, I don't think I will be able to have a fast career growth at all.

Hence, the first thing I would seek is a challenging job. The rest shall automatically follow.

Comments:

The candidate projected his ability to analyze and presence of mind by following a process for prioritizing the four options available. He also showed professional maturity and leadership by focusing on results. He showed thought clarity, self-confidence and his willingness to work on challenging tasks.

Q30. Would you like to ask us any questions?**Interviewer's Expectations:**

The interviewer wants to check your personal and professional maturity. He also wants to check your level of preparation for the interview.

Hints for Preparation:

You are lucky if this question is asked to you. There are two possibilities:

One, your performance in interview is just average. You are being given the last chance.

Two, your performance is excellent. The interviewer wants to cross check your maturity.

In any case, your response is crucial.

You should not ask for details which are already available on their web-site or annual balance sheet. In fact you can give a hint that you have gone through the details available from their site.

You should not ask a direct question about your performance in the interview. However, you can seek interviewer's feedback about your areas of improvement.

You should never ask about salary or career prospect or place of posting etc. You should also not ask about interviewer's identification or contact details or similar other details. You can always collect these details from other sources.

What you can ask is about your job profile, preparation needed, feedback about your areas of improvement, suggestions about your personal development etc.

The question should, directly or indirectly, project your attitude to learn and take action in positive direction.

The following are few indicative questions you may ask.

Q30. Would you like to ask us any questions?**R1 - Let us see few effective responses.**

Candidate's personality:

Confident, Good Communication,

Sits straight, Good eye contact, Uses hands to talk.

Sir, I would like to ask you –

R1. Would you please give me your valuable feedback so that I can improve?

R2. What is the likely date of joining? Should I prepare on some aspects before joining? Would you recommend some books?

R3. May I contact you in future? What is your convenience?

R4. Over and my direct job responsibilities, will it be possible to get some opportunities to involve in other functions? I would like to accept challenges. What do I need to prepare for that?

R5. I have read few months before about your expansion plans. Will I get an opportunity to work in your new project?

R6. Your site mentioned about your managing profitability during recession. Will I get details of actions taken by for my study?

R7. I want to pursue MBA by distance learning route after about two years or so. Do you permit such studies?

R8. I am interested in imparting training. Will I get some opportunities?

PART 5

RESPONSES TO 10 NOT SO FAQs

Q1. Please tell me how many two wheelers are there in your city?

Interviewer's Expectations:

The interviewer is deliberately putting a hypothetical question to check your presence of mind, self-confidence and analytical ability. He may also be checking your ability to visualize a situation, to understand and analyze. He may be checking your ability to relate things and ability to decide.

Hints for Preparation:

This appears to be a funny question. But it is not so. It is not expected that you will remember or know the number. The way you handle this situation is important. In my opinion you get a golden opportunity to demonstrate your presence of mind and thinking clarity as well as your creative and analytical skills.

Q1. Please tell me how many two wheelers are there in your city?

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Speaks slowly but Reflectively,

Sits straight, Good eye contact, Uses hands to talk.

Sorry, Sir, I don't have the exact answer with me.

However, I can roughly estimate the number.

The present population of my city is about 10 lacs. Taking an average family size of four, there would be about 2.5 lacs families, out of which about 2 lacs families would have minimum one two-wheeler.

As our city is an industrial one, there are many families having higher purchasing power. Roughly one lac families would have two or more than two two-wheelers.

This gives me a figure of about 3 lacs two-wheelers in our city.

This is a very crude estimate, I know. But, it can be refined.

Comments:

Please see the next page.

Comments:

Similar answers would hold good for questions like –

How many buttons do you have on your shirt?

How many trees are there in your college campus?

You can estimate the number of buttons on front part of your shirt, on sleeves and collar, add and give the answer.

For number of trees you can divide your campus in identifiable parts. Then estimate number of trees in each part and add.

This is one of the various ways you can come out of a tricky situation. You may find better creative responses.

You can also create a humorous situation showing presence of mind and good sense of humour, if situation permits.

Consider these questions to be a boon in disguise.

- Q2. What are the qualities of a good subordinate?
Which qualities do you have? Provide evidences.
Which qualities you are not strong at?
Narrate your actions to improve.**

Interviewer's Expectations:

The interviewer wants to check your managerial knowledge and self-awareness. He also wants to check your learning and action attitude. By asking multiple questions he also wants to check your listening, reflection and presence of mind.

Hints for Preparation:

There are multiple questions.

Listen carefully. If required, repeat the questions and ask for confirmation. Then proceed to reply.

You need to be careful. You should be truthful narrating your qualities and shortcoming.

If you lie, the interviewer may probe further. He may ask a loaded question and trap you.

Q2. What are the qualities of a good subordinate? Which qualities do you have? Provide evidences. Which qualities you are not strong at? Narrate your actions to improve.

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Speaks slowly but Reflectively,

Sits straight, Good eye contact, Uses hands to talk.

Sir. You have asked three questions. They are – Question 1 - Qualities of a good subordinate. Question 2 - The qualities I am strong at. And Question 3 - The qualities I am not so strong at.

I will reply one by one. Firstly, I would list the qualities of a good subordinate. They are – (Uses paper to write notes)

1. He should understand and agree to the departmental vision and goals.
2. He should understand the expectation of his seniors.
3. He should be bold to give his opinions to this seniors.
4. He should be hard working and sincere.
5. He should perform as per plan.
6. He should report any abnormality or mistake. He should also accept his personal mistakes.
7. He should not be politically manipulative.
8. He should have “ready to learn” attitude.

Now, I will go to the second question. Out of the qualities mentioned, I will score maximum for sincerity, hard working and learning attitude. I will also score for understanding objectives and reporting abnormalities and mistakes. I do not manipulate others politically.

Coming to the last part, my weak point, perhaps, would be my inability to give my opinions to seniors boldly. I will be able to give my opinions in normal circumstances. But I am not sure of myself when there are disagreements.

I am working on assertively expressing disagreements. If it is not possible openly, I can take help of some colleagues or seniors. I will do whatever I can in the interest of the organization. I might write my disagreements with facts and submit.

I am planning to undergo a workshop on assertive behaviour. With experience and effort I am sure to improve and do better.

Q3. Mention a challenging managerial situation you have faced recently in your college.

Interviewer's Expectations:

The interviewer is looking for your involvement, initiative, risk and action attitude. He also wants to prove that you are preparing yourself for a professional career.

Hints for Preparation:

You are expected here to narrate your personal experiences objectively. The interviewers are likely to probe to be sure of authenticity of your response.

Your response should include planning an activity, organizing the resources, execution, monitoring, controlling and the final results. You may also tell the gap between planned and achieved results. This will lead you to explain learning out of the experience.

You can narrate one of the following or similar situations.

1. Arranging educational activities like seminars, visits, etc.
2. Conducting first and second year classes
3. Planning and creating database of possible employers
4. Planning and making placement brochure
5. Planning and supervising fund collection for an event
6. Managing anti-ragging drive
7. Leading the project work
8. Taking overall charge of annual gathering or a part of it
9. Managing social or educational events
10. Being office bearer of organizations, like Rotary etc.

and similar situations.

Q3. Mention a challenging managerial situation you have faced recently in your college.

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Speaks slowly but Reflectively,

Sits straight, Good eye contact, Uses hands to talk.

I would like to narrate situation. Our professor, who was teaching Industrial Management, used to teach a topic and then divide the class into groups and each group used to present. Then he used to score us.

We were not getting much benefit out of those instant presentations. So, I took lead and made a proposal.

1. Each group will prepare presentation of topics taught after class hours.
2. Each group's presentation will be evaluated by other groups on a scale of 10.
3. After the presentation each group will write their marks on the scoreboard and justify why they have given that marks.
4. They will have to mention the strengths as well as areas of improvement of each student.
5. Once in a months we can arrange workshops to present the best presentations to juniors and other faculties.

6. We can also arrange for experts for such workshops who can further recommend on how to improve our presentation skills.

There were serious objections to my proposal from a large number of students. Our TPO and a few students supported. However, I did not give up and presented to our Principal. He consented and gave me complete responsibility.

I invited guest faculty for a workshop on presentation skill. I also convinced my classmates to take advantage. I kept on motivating them for preparing good material for presentation. As a result some of us even prepared presentation with animation. About ten papers were selected and circulated in the college.

I had to spend time on all this and had to work during night hours to catch up with studies. But, overall I gained from this experience.

Q 4. You said you know how to manage time. Will you please elaborate giving real life examples?

Interviewer's Expectations:

The interviewer is checking your seriousness for managing time. He will also be checking how truthful you are.

Hints for Preparation:

Note that the interviewer has asked specifically for real life evidences.

It will be very easy for him to probe and find out whether you are giving a cooked response.

Relate the activities and time.

Show your planning for -

one, Regular activities

two, Emergencies

three, Provision for delayed activities

When explaining study plan, explain subject wise allocation of time. Also give reasons and methods of the allocation.

Remember, planning without monitoring is useless. Therefore, you must explain monitoring system also.

Q 4. You said you know how to manage time. Will you please elaborate giving real life examples?

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Speaks slowly but Reflectively,

Sits straight, Good eye contact, Uses hands to talk.

I have read relevant parts of the book 'First thing First' by Stephen Covey.

I plan daily activities for one month in advance indicating date and duration of each activity. Then I categorize them into important and urgent. For example, attending classes is both important and urgent. Attending birthday party of a friend is not important.

Every night I review my time spending during the day. In case of an urgent work not done or partly done, I make suitable adjustments.

To give you a very specific example, I would like to tell about my planning for vacation. We have about ten days vacation during this year end. I am planning to go to my parents. My father is working in state Bank. I want to study all the operations of the bank for two days. I will also discuss my learning with my father.

I have planned to read the book 'The Toyota Way' published by TMH. I have already procured the book as it was costing

only Rs. 250. The book has been recommended by our guest faculty who teaches modern production systems. I would also start the process of paper presentation on that book.

Sir, I know time is money. I am investing today for future.

Q 5. You have total freedom of being whatever you want to be. What would you like to be?

Interviewer's Expectations:

This Question is basically to check your vision and values of life.

Hints for Preparation:

We tend to become our real self when we are totally free. Your response should not project casual attitude or unprofessional values.

The interviewer might be having your career objectives in front of him and wanting to cross check your response with your career objectives.

You can show here your creative abilities clubbed with good analytical skill. You can even create a humourous response showing your presence of mind.

Q 5. You have total freedom of being whatever you want to be. What would you like to be?

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Speaks slowly but Reflectively,

Sits straight, Good eye contact, Uses hands to talk.

Given a choice, I would like to be Head of an automobile manufacturing company. The organization should employ about one thousand people directly. The company should be of repute internationally with at least twenty percent export products.

I would like the company to be excellent in the area of Manufacturing, Marketing, Customer satisfaction, Research, Profitability etc.

I would like to be a reputed professional for steering the company to the height of excellence. I would like to be a role model for dynamic and innovative leadership.

I will not be honest if I stop here. I would also like to be an ideal husband and father.

I would also like to be an ideal citizen of the world.

Q 6. You said that you would suit marketing function although you are an Engineer by qualification? Can you justify?

Interviewer's Expectations:

This is a probing question. It has come out of your response. The interviewer would like to confirm your seriousness.

Hints for Preparation:

As this question has come out of your response, the interviewer would like to confirm your seriousness.

First talk of abilities required for working in Marketing.

Then talk about the qualities you possess. When you talk of your qualities, keep on proving by mentioning evidences in brief.

Then match job requirement with your qualities and capabilities.

Q 6. You said that you would suit marketing function although you are an Engineer by qualification? Can you justify?

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Speaks slowly but Reflectively,

Sits straight, Good eye contact, Uses hands to talk.

I recently attended a workshop on managerial skills for marketing personnel.

Achievement orientation and perseverance are the key competencies for marketing personnel. The other important skills required are interpersonal effectiveness, information seeking, and customer focus.

I have all these qualities over and above my technical knowledge.

I would like to mention my marketing experience .

During last annual gathering, I was incharge for fund collection. I got 25 advertisements from leading shops of the city. Some of them complemented me personally for my selling skills. I could collect ten percent more than the budget. I was felicitated during the gathering for my efforts.

All the qualities narrated above were demonstrated by me. These are the reasons, I am confident of performing marketing job effectively.

Q 7. You have joined as production executive responsible for productivity improvements. Today when you were instructing five of the workmen to change their method of working, one of them lost his temper.

He held your collar and talked to you in loud and threatening tone. He also tried to instigate two of other workmen against you. What will you do?

Interviewer's Expectations:

The skills assessed by your response are - Analytical skill, professional maturity, emotional balance, interpersonal effectiveness, assertiveness, self-confidence and problem solving skill. The interviewer expects a matured response here. He is certainly not expecting emotional outburst.

Hints for Preparation:

This is a hypothetical managerial situation. In such cases listen carefully. See all sides of the problem, Focus on problem solving. Never be emotional and give one-sided or short-sighted response. Apparently you have put in an adverse or difficult situation. You need to convert adversity into opportunity. You can also show your learning attitude out of any situation.

You might tend to give a worker-oriented response or management-oriented response. Never get trapped. Give a response to solve the problem.

Q 7. You have joined as production executive responsible for productivity improvements. Today when you were instructing five of the workmen to change their method of working, one of them lost his temper.

He held your collar and talked to you in loud and threatening tone. He also tried to instigate two of other workmen against you. What will you do?

R1 - Let us see an effective response.

Candidate's personality:

Confident, Good Communication,

Speaks slowly but Reflectively,

Sits straight, Good eye contact, Uses hands to talk.

I need to be balanced without losing my cool. I will do the following.

I will take help of the workmen present there to calm down the shouting workman.

I will call the meeting off. I will talk to matured workmen to find out what is wrong with the workmen in question. If he has some personal problems, I will talk to him separately and counsel him. I will try to find out about other workmen facing same or similar difficulties. I will think of ways of helping them at personal and organizational level.

However, if he is habitually making undisciplined behaviour, I will make a report with evidence and discuss with my senior for the action to be taken. If required, I will initiate the disciplinary action taking help of concerned officers.

I will discuss the issue with my colleagues to find out culture of the department as well as that of the organization. I would also discuss with Personnel or HR executives. I would enquire and study about legal issues related to this type of incidences. I will study similar cases of recent past.

I will also reflect on my manner of giving instructions. If I need to make improvements, I will initiate action.

Alternatively, I can continue talking to workmen after pacifying the angry workmen. However, I will also take the above actions.

In any way, I will convert this incidence to a learning opportunity.

Q 8. What are your perceptions of an ideal boss?

How do you compare yourself with the ideal boss of your perception?

How would you manage your performance under a boss who is not ideal?

Interviewer's Expectations:

The interviewer wants to check your knowledge about leadership and team building. Then he wants to check whether you have ever evaluated yourself. He is also checking your emotional maturity and inter-personal effectiveness.

Hints for Preparation:

This is a multiple question. Although the questions are linked, there are three distinctly different questions. You may repeat the questions asked for clarity. You may seek confirmation, if required. Then proceed to answer.

Remember that this is a highly technical question and cannot be answer using common sense. If you are not careful and give hollow answer, you may get hooked by a loaded question.

Naturally you should study a book on Leadership and Team building. You should also study various leadership style and their characteristics.

Q 8. What are your perceptions of an ideal boss?

How do you compare yourself with the ideal boss of your perception?

How would you manage your performance under a boss who is not ideal?

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Speaks slowly but Reflectively,

Sits straight, Good eye contact, Uses hands to talk.

Sir, You have asked me three questions. First, My perception of an ideal boss; two how do I compare myself with; and three my performance under an no-ideal boss.

Am I right, Sir? I will reply one by one.

A superior manages two things – Tasks and People. An ideal boss should be knowledgeable about the task and result oriented. He should have high expectation from his people. He should motivate and guide. He should bother for subordinate development. He should not be manipulative. He should utilize potential of working under him. He should be demanding. He should be a good learner and also a good communicator.

To come to second part, I would prove to be a good task manager. I have good technical knowledge. I have analytical

skills and I am a good planner. I am a good communicator. I have managed a few event in my college successfully. I have developed monitoring and controlling skills as well. I am ambitious and believes in working to give best possible result.

However, I need to sharpen my people management skills. I need to learn how to motivate people. Managing people in college events and performing industry are different. I will have to improve my professional knowledge too. I am soft-spoken and may find it difficult to demand in critical situations. I may have to learn to be situationally aggressive.

Coming to third part, I believe that difficulties teaches us more. If I have a superior who is not ideal, not a problem. To be very precise, none of us can be 100 percent ideal and such expectation is also not correct. I will adjust myself. I will analyze his strengths. I will learn from him. I will know his not-ideals points. I will either ignore or adjust myself. For an example, if he give vague instructions, I will seek clarifications and confirmations politely. I will create a good professional and personal rapport with him.

Q 9. What is your idea of learning? One school says people learn out of planning, other says people learn by experience. Which method will you choose? Which method do you follow to learn and then reinforce your learning?

Interviewer's Expectations:

This is a multiple question. The interviewer is expecting you to explain your thinking about learning. Indirectly he wants to check depth of your thinking. He is also checking your relating issues.

He might be checking your interest over and above curriculum and additional reading.

Hints for Preparation:

Such questions are asked by highly knowledgeable interviewers and obviously to candidates who have performed very well in the interview.

In such cases chances are very bright that you have not studied the issues before. You should make it clear and then should proceed to answer.

This is a multiple question. There are three questions. Listen and reflect. Then respond in a sequence. The interviewer is expecting you to explain your thinking about learning. Then, he wants you to analyze two method of learning. Then, he wants you to explain the method you follow.

An advice over here. Make a list of about twenty books on self-help, managerial and leadership. Read and reflect. It is also good to go through articles in news paper supplements.

Q 9. What is your idea of learning? One school says people learn out of planning, other says people learn by experience. Which method will you choose? Which method do you follow to learn and then reinforce your learning?

R1 - Let us see an effective response.

Candidate's personality:

Confident, Good Communication,

Speaks slowly but Reflectively,

Sits straight, Good eye contact, Uses hands to talk.

Sir, This is an area which I have never studied systematically. However, I will make an attempt to respond. I will respond to all your questions one by one.

My idea of learning is putting my knowledge to action. Many of us feel that what we learn in academics, cannot be put in practice. I have difference of opinion. I think what ever we learn, will have use, if not today, sometime in future. Therefore, I think whatever we learn, I should think about practical applications. I also believe that if I have knowledge, then only I will be able to use.

You asked about learning by experience and by planning. I cannot give a technical answer. However, I think both the method are useful. We have learnt about management in college. When I managed visit to two out-station factories, I planned using the theory of critical path method. I prepared chart to monitor and assign responsibilities. I think I should plan my learning. At the same time, I should learn from experience.

Coming to third part, I think I follow both the methods. I learnt Power Point in MS-office. When I was learning PPT, my brother was preparing presentation of a book. He asked me for my help. I learnt how to make slides attractive. I also learnt hyper-linking and few more things. Had I not worked with my brother, I would not learnt those new things. To give finishing touches, I repeatedly worked on same slides. That made me learn more and also reinforce my learning.

Today, I plan my learning more. But I have realized just now that learning from experience also important. I will use a golden mixture of planning and experience.

Q 10. You are head of a factory having about 500 workmen and 100 supervisory and managerial personnel.

There is no library. There is a proposal to start one. Which type of books would you recommend for the library? How would you take care of need of all cross sections of the employees?

Interviewer's Expectations:

This is not a question which will be asked in the beginning or to a rejected candidate. The interviewer wants to check your professional interest and maturity. If you have said reading was your hobby, this is a possible question. He also wants to check your keeping pace with the time. He might also check whether you have qualities to become future manager and leader.

Hints for Preparation:

This type of questions are not asked in the beginning of the interview or to the rejected candidates. The interviewer is cross checking your abilities.

This is a hypothetical question. You need to be analytical. This question is to check your professional maturity.

You should analyze three things here : one the employees – two the needs – and three the books and journals.

Q 10. You are head of a factory having about 500 workmen and 100 supervisory and managerial personnel.

There is no library. There is a proposal to start one. Which type of books would you recommend for the library? How would you take care of need of all cross sections of the employees?

R1 - Let us see an effective response.

Candidate's personality:

Confident,

Good Communication,

Speaks slowly but Reflectively,

Sits straight, Good eye contact, Uses hands to talk.

The library in the factory will be meant for workers and managers. The books should fulfill their requirements.

To elaborate, I will divide books in three basic parts.

Books related to knowledge – These books should cover technical issues related to the factory. The books should cover product and processes. The books should also be related to technological developments.

Books related to skill – These books should cover skills required for job-performance – both working and managerial skills. There should be books on communication, presentation, problem solving, decision making, planning, managing task and people etc.

Books related to attitude – These books should be motivational books. The books should be on rational and positive thinking, goal setting, spirituality etc.

While procuring the books, we should consider the level of

the book and language of the books. We can conduct a survey and invite opinion of the people. This will make them feel involved and library will be utilized.

We should also think of technical journals to keep our people updated.

PART 6

5 FULL INTERVIEWS

INTERVIEW - 01. NOT SUITABLE

The candidate appears to be smart. He enters confidently. He initially shows confidence. But, he could not sustain and loses confidence. He is not good at technical knowledge and shows negative attitude.

Question Please tell us something about yourself. You have two minutes time.

Response My name is Ramesh Jain. My father is a worker in a small company and my mother is housewife. I have one brother who is not good at studies; he is in first year of B. Com. I completed my schooling in Jalna securing 55 percent.

After HSC I joined Engineering. I am in final year now.

I think with my qualification, I will get a moderately good job.

Question You did not tell about your academic performance. Will you give the details?

Response My average score of last three years is 55 percent.

Question (looking at his papers) Your semester scores are not consistent. Can you explain?

Response (Looks down) My average is 55, Sir.

Question	What was your target score for last semester? How did you plan to achieve?
Response	(Again look down) I did not plan. The score depends on question papers. Sometimes the papers are very tough and sometimes papers are very easy.
Question	Which is the subject you like most? Why?
Response	I like the paper on Application programming.
Question	Tell me most favourite topic. I will be asking you a question related to that topic.
Response	(thinks - looks sideways) Sir, I like all the topics.
Question	Please frame a question and answer the same.
Response	(Looks down for sometime) Sir, you ask the question
Question	When you like the topic, you should be able to frame a question.
Response	(No response ... Looks up and down ... A bit confused)
Question	Okay. I will ask a question. Name few qualities you must develop to become a good application programmer.
Response	He should be hard worker.
Question	Is that all?
Response	Yes sir. Programming is a difficult job. You must be a hard worker.

-
- Question What do you mean by being a hard worker?
- Response He should work as per the instruction of the seniors. He should obey seniors.
- Question Have you developed any program?
- Response Yes Sir. We worked on a mini project as part of our curriculum. We wrote a program for printing marks memo.
- Question What is your hobby? Why do you pursue the hobby?
- Response Sir, I like to watch cricket matches on TV.
- Question Should you get something out of time you spend on your hobby?
- Response Sir, in my opinion, hobby is to enjoy only.
- Question Would you like to ask us something?
- Response Yes sir. I would like to know about working culture of your company. I have heard about software engineers committing suicide. Do you take care of people?
- Question You can get the reply from your placement officer. Thanks.
- Response (Gets up and gets out of the room.....)
-

INTERVIEW - 02. marginally suitable

The candidate appears to have average personality and confidence. His performance remains consistently average.

Question Please tell us something about yourself. You have two minutes time.

Response My name is Hemant Kulkarni. My father is working in a small scale factory as executive and my mother is homemaker. I have one sister who is in second year of B.Com.

I completed my schooling in Jalna securing 65 percent. I joined junior college at Aurangabad and scored 75 percent. As my score was not up to the mark in HSC, I was forced to take admission in this private college. I became serious with my studies. I have completed three years with an average score of 61 percent. I am in fourth year now.

I used to support college activities. I am a bit shy and I hesitate to take responsibilities of leading. I know I lack in leadership qualities, but I am picking up by involving and taking responsibilities. Last month I took charge and organized a trip to Excel Engineering for my classmates.

I would like to work in a organization where I am required to work to my best and learn to improve my potential.

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- | | |
|----------|---|
| Question | You said you have become serious with your studies. How do you make your study plan? |
| Response | <p>Sir, if you see my score of three years, I have consistently improve. This was possible by planning only. I have taken help of one of the best students of my class and teachers to learn the technique of planning studies.</p> <p>I am targeting to secure 67 percent in final year. I have made a detailed study plan after going through the question papers of the last five years. I have also allocated study time for each subject. My planning is in writing and I monitor it every week.</p> <p>I am working hard and meticulously follow my study plan.</p> |
| Question | What are your life ambitions? |
| Response | <p>Sir, I know my potentials. It is good to dream big, but it is equally important to be realistic. I would like to start my career with production, may be as Production executive. I would like to progress and may be I would head a medium size company at around 45. I would work hard and contribute. I would like to financially secured and would like to lead a happy family and social life.</p> |
| Question | Did you do any paper presentation? |
| Response | <p>Yes sir. I presented in 4 papers in last two years. Two were part of syllabus and two</p> |
-

were at District level completion. On one occasion my paper got appreciation award. Should I explain the contents?

Question Yes please, carry on.

Response The paper I presentation was about Kaizen in industry.

I visited five local companies which have implemented kaizen. I collected five excellent kaizens from each company. Then I collected conceptual details of Kaizen.

I presented the concept, the steps of implementation, the advantages in terms of productivity and improved working place and the case studies. The paper presentation was for about half an hour. But it was followed by many questions.

I made five presentation to the students of all the branches in my college at instructed by my teacher.

Question What is your hobby? Why do you pursue the hobby?

Response My hobby is to watch Cricket matches on TV. It is difficult to watch full matches. But I make it a point to see highlights unless hard pressed for studies. I pursue this hobby to track performance of our players. After the match I analyze individual performance and calculate their cumulative and average performance. I keep the details in Excel sheets. I draw the graphs to do comparative

study. My hobby has resulted in improvement in my analytical skills. It has also resulted in my going through the newspaper everyday.

Question Which is your most favourite subject?

Response Sir, I like Production Technology most. I would like to make a career in Production. Even, I did two projects in one of the auto components manufacturing companies. One project was related to productivity improvement and the other project was to reduce rejection. I succeeded in both and I was appreciated by the production manager.

Question What are your salary expectations?

Response Sir, I am going to be a qualified production engineer. I am keen on making a career in production. I am hard worker and self motivated. I would expect around 25,000 per month to begin with.

Question What about posting in a remote plant of hours?

Response That is certainly not a problem now. I can be away from my parents for at least 7 years or so in normal circumstances.

Question Okay, we will let you know through your placement officer.

Response Thanks. Good day, Sir.

INTERVIEW - 03. SUITABLE

She is a girl student. She is doing MBA in HR. She is confident. Good personality.

- | | |
|----------|--|
| Question | Let us start with the key point. Why did you opt for a career in HR? |
| Response | <p>Let me begin with what I meant by HR. I strongly believe that HR is a business process contributing to the organization through people development. This means, main function of HR is to create and maintain and develop workforce for optimum performance. I would like to work in this direction by following right HR processes. I would like to work on performance appraisal, employee satisfaction and human resources development processes.</p> <p>I have also studied Organizational behaviour and psychology. I have also developed good understanding of people. I would like to implement things which I have studied. I am passionate about HR practices.</p> |
| Question | You said you have good understanding of people, particularly with reference to performance. Would you prefer a stress free working environment? |
| Response | Sir, I think totally stress free workplace is a myth. I would refer to the inverted U principle of stress. Stress result in |

performance. Without stress performance is not possible. However, one should remain in the area of good stress. Going to extreme of stress should be avoided. HR should keep a

track of individual as well as group stress levels. Hr should ensure that no one enters bad stress area. We should also train employees to learn managing stress.

Question Tell me how can one manage stress at work place?

Response Sir, Stress management is an individual issue. Each one of us will have own psychological make up and values. However, there are few established common methods like exercises, yoga and meditation. One can manage stress by planning his work properly. Some people might require to change their thinking and working style, particularly those who have A-type personality.

Question We are a manufacturing company having about 500 workmen. There is hardly any HR activity. What would you do if you are made HR in-charge for workmen?

Response This is difficult question for me, Sir. I am really not exposed to this. However, I think I would first study their working conditions and their motivational level. I would also simultaneously study their competence and

job requirement. For this, I will interact with the seniors. Then I would establish their training need on knowledge, skill and attitude front.

I know, career growth is very limited for them. I would work on schemes for keeping their motivational and involvement level high.

Question What is SMART Goal setting?

Response Sir, each letter of the word SMART represent a quality of a goal. S stands for Specific, M for measurable, A for Ambitious, R for Realistic and T for time bound. Should I explain the qualities?

Question No, tell me why people avoid goal setting?

Response There are many reasons. Many times people are not aware of the process of goal setting. Sometimes they don't understand the importance of goal setting. There are psychological reasons as well. Goal setting is an explicit process. Once the goal are set, people become accountable and to take action. Goals make monitoring very easy. Many people would not like to be specific and would enjoy working in unclear situations.

Question We job rotate our employees as per our requirement. An HR executive might require to work in Materials or Marketing. Do you think our policy is right?

Response	<p>If you ask me personally, this is a good policy. This gives an opportunity to understand other functions. This is also an opportunity to be multi skilled. This policy needs to be implemented in systematic manner. Employees needs to be taken into confidence. The motive of this policy should be development ,and not punishment. An organization might follow this policy for different purposes. That is not correct.</p> <p>Also, this policy will have limitations for highly specialized functions like research etc.</p>
Question	<p>We also terminate employees if they perform below expectations. What is your opinion about this policy of ours?</p>
Response	<p>An employee may perform below expectations because of many reasons:</p> <p>One, he is not capable although willing. In this case he needs to be trained.</p> <p>Two, he is not willing although capable. In this case, he needs to be given attitude training. If he does not respond, we can punish.</p> <p>Third, he is not capable and also not willing. Punishment is obvious in such cases. This is the burden category.</p> <p>However, non-performance could be because of environment around him. Like, he does not get support from senior. His</p>

colleagues are creating unfavourable conditions. These cases should be taken care of separately.

Question What is your marriage plan? Would you continue job after marriage?

Response There are no plans for next four years or so. I would concentrate of my career. After marriage, it all will depend on conditions. However, I would prefer to pursue my career after marriage also. If that does not happen, I will get into the role of a freelance trainer. I will balance my professional interest and family life.

Question How can you keep yourself professionally updated??

Response I read newspapers and business journals regularly. I have also developed reading habits and keep track on latest publications by internet and visiting book shops. I will start referring to specialized HR magazines from IIMs on a regular basis. I would go for membership on professional institutions like NIPM and maintain professional contacts. I need to attend seminars from time to time to keep myself updated.

Question What are your salary expectations?

Response Considering my qualifications and capabilities, I would expect to begin with about Rs. 30000 per month. As I am working

on being a trainer, I would conduct in-house programs and save expenses.

Question Would you like to ask us something?

Response No Sir, Thanks.

Question We will let you now. All the best.

Response Thanks Sir. Good day.

INTERVIEW - 04. SUITABLE

A confident student. He remains confident through out.

Question Please tell us something about yourself.

Response My name is Ramesh Jain. My father is Branch Manager with State Bank and my mother is housewife. I have one brother who is studying in second year of engineering.

I completed my schooling in Jalna securing 85 percent. I joined junior college at Aurangabad and my score was 91percent. I always topped my class.

I joined Government Engineering College
.....

Question (Interrupted) What were your childhood ambitions? What are your ambitions today?

Response Sir, During childhood I wanted to be a Doctor. Every one was talking about it.

But, when I was I high school, I decided to be get into engineering and.....

Question (Interrupted again) Will you explain your career objectives?

Response Sir, let me read my career objectives. I have written only three sentences.

To work in a company utilizing the potential fully to satisfy my seniors.

To take responsibility and accept challenges in work for self-development.

To earn at least Rs. 50,000 per month in five years time.

First statement is about using my potential to satisfy my seniors. They are going to be my first and immediate customers.

Second statement is about my attitudes. I will take responsibility and accept challenges. These two words would always guide me to be action and result oriented.

Third statement is about my earning. The direct measurement of my success in career is my earning.

Question Let us come to your academics now. How many subjects you studied in last semester?

Response Sir, we had five papers. One, Machine design; two, Thermodynamics; three, strength of materials; four, Production systems; and five Principles and practice of management. I studied Principles of management in depth.

Question You have two choices. First, you tell us your subject and topic of your interest. We will ask questions related to that topic. Second, we ask you question which we like. What is your choice?

Response Sir, I would like to take a risk. I will go for second choice.

Question	Good. You are going to be a mechanical engineer. You must have studied Electrical engineering fundamentals. I give you three pencil batteries of 1.5 Volts each. In how many ways you can connect them?
Response	(Thinks for 15 seconds) There are basic two ways. One is in series. The output will be 4.5 volts. The other one is in parallel. The output will be 1.5 Volts. We can have combination of both methods to get a voltage of 3. Should I draw the diagram to show connection?
Question	No, it is okay. Please tell us about geometry of a single point cutting tool.
Response	<p>Let me think a bit. This we studied in second year. (Thinks for 30 seconds, takes a paper and draws)</p> <p>I will explain with reference to lathe tool. There are two basic functions of a cutting tool. First, to penetrate into the material to be cut. We call it rake angle. The principle is softer the material larger is the angle. Even it can be negative for very hard material or hard material with uneven surface. The rake angle can be in two directions, perpendicular to the material removal and parallel to it. The other angle is clearance angle. This is required so that the material do not interfere with the tool except the cutting edge. Again, the clearance could be front and side.</p>

Question	If you are made head of a manufacturing company making losses, What would you do?
Response	<p>Frankly speaking I am not in a position to give a professional answer. I will use my common sense. I will take actions like :</p> <p>Study the market and take action to develop new market</p> <p>Study the possibility of product diversification using same facilities</p> <p>Study possibility of cutting cost, including manpower</p> <p>Study the possibility of improvement in productivity</p> <p>Study the possibility of giving capacity on rent to generate cash</p> <p>Study and interact with existing customers for support</p> <p>Motivating and involving employees for reducing cost and improving markets</p>
Question	Name five attributes of a leader. How would you rate yourself as a leader?
Response	<p>(Speaks slowly)The five qualities are :</p> <p>He should have a vision of the future</p> <p>He should be competent technically</p> <p>He should be team builder and people motivator</p>

He should be bold in decision making

He should have character beyond question
to earn natural respect

As far as I am concerned, today I would not score more than twenty percent overall. However, I am learning and have enthusiasm to move and achieve. My integrity has never been questioned. In a span of about ten years or so, I would have developed myself to take a leadership position.

Question Do you track stock exchange?

Response Not every day actively. But I know how one can invest in share, mutual funds, commodities, gold etc. Once I start earning, may be I will start investing in mutual funds.

Question What about the performance of our company at stock market?

Response Sir, you are a listed company. Your Rs 10 share is being traded at around 250 these days. If I take one years period the lowest was about 150 and highest about 280.

Question From where did you get these details?

Response I got it from Business Standard. I can get it from your company's site or other business sites.

Question What is your hobby?

Response My hobby is sketching and painting geometrically drawn figures. I started

painting when I was in high school under guidance of my uncle. After joining Engineering I limited my work to geometrical figures. Last year during summer vacation I created posters for a newly opened local hotel of my friend. I got enquiries from some offices. This vacation I will be painting for two offices

Question Would you like to ask something to us?

Response Yes Sir. One, I would like to develop in the area of training. I am also keen on working in multi-functions. I am certainly work extra hours and with full devotion. Do you encourage such employees?

Question Oh. Yes. Why not?

Response Thanks a lot sir.

Question Okay.

Response Thanks again. Good day, sir.

INTERVIEW - 05. HIGHLY SUITABLE

A highly confident student. He remains confident throughout.

Question Please tell us something about yourself. You have two minutes time.

Response My name is Ramesh Jain. My father is Branch Manager with State Bank and my mother is housewife. I have one brother who is studying in second year of engineering.

I completed my schooling in Jalna securing 85 percent. I joined junior college at Aurangabad and my score was 91 percent. I always topped my class.

I joined Government Engineering College at Pune to pursue mechanical engineering. I have completed three years with 70, 72, and 74 percent respectively. I am in fourth year now. I was one of the top-five students during all the three years.

I did in-plant training in Excel Engineering for one and half months. They manufacture auto components. I worked with Productivity Cell on a project of rejection reduction of main shaft. My proposal of modification of fixture was accepted and implemented. That brought down rejection from 0.5 percent to almost nil. I was appreciated by Mr. Parikh, GM, for my work.

I am social and take active part in college gathering and other similar activities. I ensure proper planning. I have developed communication skills and interpersonal effectiveness and have got a good grip on time management.

I would like to be a successful leader. I would like to contribute to the growth of the organization I would work for. At the same time I would like to be an ideal family member and an ideal citizen.

Question What is your target score for this semester?
How did you plan to achieve?

Response My target of this semester is 78 percent. I will explain my plans.

One, I have already collected question papers of last seven examinations and have analyzed. My analysis is chapter wise and type of question wise – that is theoretical or practical. This analysis is helping me.

I have used this analysis to make study plan of four months. My plan is daily – subject and chapter wise. I have provided for weekly monitoring. I make up on Sundays whatever I could not do during weekdays.

To allocate number of hours for each topic, I have considered type of topic, practice hours, my earlier knowledge etc. My planning required about ten percent

adjustments. I take less time for some topics and more for some.

I also make notes for revision. My notes will enable revision in less time.

Every week I refer to past questions. That boosts my confidence level.

These actions enable me to seek help of teachers and my seniors when needed.

I will be completing my study ten day before examination. This will give me revision time before examination.

My planning and monitoring is documented. I use MS-Excel for this.

Question

Which is the subject you liked most last year? Please also explain the reasons of your liking.

Response

Last year we studied four subjects. They were Machine design, workshop practice, electrical engineering, and management Practices.

Out of these my most favourite subject was machine design.

From very beginning, I liked mechanical engineering. I like to see things in operation and I get excited studying and observing those things. Even I like to design mechanical assemblies.

During last semester, I along with two classmates, designed a foldable home structure. The size was about one and half meter cube. During summer vacation we manufactured it. We created flexible room sizes and shapes. The time to change used to vary between five minutes to half an hour. We designed special three dimensional joints and hinges. Some joints were hydraulic.

I think such designs can be used by builders and even by defense.

I would like to pursue a career in mechanical engineering. I would like to work in production or design or quality related areas.

Question You would prefer to be a Leader of a follower? Elaborate giving reasons of your choice.

Response Let me think for a minute sir. (Reflects for 30 seconds)

Sir, I think I cannot make a single choice. I would certainly like to be a leader and lead the people working under me. However, I will have some people senior to me, I need to be a follower as well. Unless I become an effective follower and set an example, I will not be able to make my people follow me.

I should learn and develop myself for both these roles.

Question	What is your opinion about long working hours? Would you be able to sustain the pressure of long working hours?
Response	<p>Sir, I would like to analyze long working hours first.</p> <p>Firstly, long working hour could be because of more work. Secondly long working hours could be because of poor planning.</p> <p>In first case, for me there is no issue. I am fresh and have lot of stamina. I am used to long working hours. During my college days, I have taken active part in practically all the events very actively. I always took the responsibilities and ensured to fulfill them. I am a good planner. I can always plan and work. That will reduce uncertainty and stress.</p> <p>Long working hours because of poor planning needs to be taken care of by proper planning.</p> <p>As far as managing stress is concerned, I practise meditation every morning and evening. I have also learnt few relaxation techniques.</p>
Question	Tell us something about your personality.
Response	<p>Sir, I am not very clear of your expectations. Personality is made up of Knowledge, skill and attitude. These three elements make a person behave in a particular way. Which part of personality should I explain? Are you</p>

asking about my personal strengths and weaknesses?

Question Exactly. First tell us about your strengths.

Response Sir, my biggest strength is analytical thinking. I can analyze a situation or problem from many possible angles, I can also evaluate possible actions. This makes me a good decision maker. I am also

Question (Interrupted... The tone of interviewer is slightly attacking) If a top film actress proposes you, will you marry her?

Response (Thinks for a while) Sir, This is difficult situation and cannot be responded simply by yes or no. Many factors are to be considered like, like the reason and motive of the actress, is she doing it out of some compulsion, future planning of her, her family background, her personality and values, her age etc. Similar things apply to me. There has got to be match of so many things. If they match, it is okay. If no, naturally I would deny.

Question That is fine. Now what about your weaknesses?

Response My biggest weakness is my getting upset and things do not turn out may way in my personal performance and commitment. I know I need to be more patient and believe that every time perfection is not possible. Recently, I attended a seminar on Emotional

Intelligence. I am working on my belief system. I am sure it will affect my performance.

Question We will offer you very challenging job, but at a low salary. Will that be okay?

Response Considering today's conditions, I would bother more for the job-content than the salary. If I get high salary and inferior job, I will be reducing my market value. But, if I work on challenging assignments, my personal and professional worth would increase. That will give me returns in future.

I will look to challenging job as investment for future.

Question (With a little smile) Done, gentleman. We offer you Rs. 8000 a month. Now decide.

Response (With a smile) Yes sir. I will join. I am sure, I will create conditions for you to give me my market value after I perform.

Question (With a bigger smile) Believe me, we will not give more even when you perform. Would you continue with us?

Response (Very politely and with a smile) No one would continue. Sir. And, naturally that is applicable to me also.

Question	Okay, now the last question. What are your hobbies?
Response	<p>Sir, to be very frank, nothing particularly. I was working hard on academics and college activities. I could not pursue a hobby. However, I would like to work on two things.</p> <p>First would be reading. I would like to read management and organizational book. I would like to read spiritual books too. We have philosophical and spiritual book in my family library. I need to add management books. I have read books like Shiv Khera, Seven habits, Gita. But not in good depth. I would start serious reading after examination.</p> <p>Second, I would like to learn industrial photography. I already have interest in photography.</p>
Question	Would you like to ask something to us?
Response	Sir, Tell me whether I need to prepare myself in some particular area before I join you, if selected. Secondly, I would like to contact you for guidance in future. Will that be okay?
Question	First part, nothing in particular. We have our induction program. You can always contact us on professional front. You will get the result from your placement officer. Thanks.
Response	Thanks Sir. (Gets up and goes out with a smile.)

ABOUT THE AUTHOR

M M Patel, popularly known as Master Motivator Patel, holds Diploma in Mechanical Engineering, and is an Associate member of Institute of Cost and Works Accountants of India.

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MAGANLAL PATEL PLAYLISTS