Sample Interview Questions

Tell me something about yourself?

Typically, this is the first question asked by the most interviewers. A good answer can set the tone for the rest of the interview. You should ideally speak for at least one to two minutes. You typically speak in reverse order starting from your education to your work experience, your goals, and purpose of applying for the position.

What do you know about our Company?

Make sure you are up to date about the company and what it does, its services/products, management, financial performance, past background, goal, and philosophy before the interview. If possible, it is highly advisable that you frame an answer to this question well in advance.

Why did you leave your last job?

Employer wants to know your purpose for the application in this company and your commitment. Do not say anything negative or bad about your previous employer. Instead say something like you wanted a more challenging job, or you were looking for faster growth opportunity, and/or you want to move close to your family etc.

Where you expect to be five year from now?

The interviewer is looking for the kind of plans that you have for a future and whether your plans fit with the company's requirement or not. Therefore, make sure that you do not say anything which does not reflect the idea of applying for the job. For example, if you are applying for Process Executive job in a BPO, you wouldn't want to be saying that I wish to go back to the B-School after three year.

Why do you want to work for our company?

Make sure that you have done thorough search about this and have listed enough reasons why you wish to join the Company. This could include many things like company location, its growth, kind of opportunities, work culture, goals, and philosophy etc.

How is your experience or skills relevant to the current job?

Identify most relevant skills that employer is looking for the job and match them up with your past jobs and experiences. Sometimes, a similarity that seems pretty obvious to you my not be obvious to the employer. Hence, explain and present examples of similar scenarios about the current job and past experiences.

What other skills would you like to develop in the current job?

List areas you were not able to explore completely or even partially. Say for example, I would like to mange a Project end-to-end at client side or would like to mange a team on a Project.

If you were given an opportunity in the current job, where would you like to spend more time on and why?

Explain areas that interest you most in the current job and satisfaction you derived from them. In addition, show your interest in upgrading your skills, staying on the leading edge.

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What is job success to you?

This is another way of understanding what makes you best from the rest. Employer is digging deeper to gain an insight of things you do to achieve excellence while working. Explain the things that are unique to you, for example you reach out to your clients to take a feedback of what they thought of the Research Project you finished for them.

Are you dependable?

The employer wishes to know if you are ready to walk an extra mile if required or if you are flexible and a person who can be counted upon. Explain with some appropriate examples, any project you did as an evidence of this. For example, there was request from client side for a short turnaround research project to be delivered same day within 2-3 hours, and how you stayed up with your Manager to deliver it on time.

Tell me about your greatest accomplishment?

The employer wants to know what you have accomplished in the life that makes you eligible for this job. Try and speak about your major feats that are directly related with the job you have applied for in the Company.

Tell me a time when you were not able to deliver to your capabilities?

Employer is forcing you to explain something negative about you, any possible weakness or a situation of underperformance. Explain a situation with context of an early career mistake based on inexperience, or miscommunication, or lack of knowledge of processes. Most importantly, explain how you identified you shortcomings and what you did to overcome them.

What are your strengths?

This is your time to showcase why you are suitable for the job and what is it that you bring to the Company. Ensure that you speak most relevant strengths which are close to the job and back it up with example. For example, if you are looking for a job in research field, then don't just tell employer that you possess great search techniques or analytical skills, but also back it up with evidences like you won first prize in your school for your thesis.

What are your weaknesses?

Many people try and sell their strength as a weakness in this question, be wary of doing this. Stay calm, nobody in this world is perfect and complete for any job. The employer wants to know how much a candidate is aware about himself/herself areas of development and what strategy he/she has adopted to overcome this. Yes, but you should not try and list core skill required for a job as weakness as this can hamper your chances of getting hired. For example, a person wishing for Call Center Executive position in an International BPO should say that he/she has problem with English.

Give an example when you worked under pressure?

The employer wants to test your litmus and wants to see how you were able handle workload under strenuous conditions by prioritizing your task. Do not just say yes, but explain a whole scenario with strategy you adopted while on work.

Describe your ideal career?

Try and avoid from being very specific. Mention skills, tasks, and opportunities that you expect from the job you are being interviewed for.

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Why you want to be part of this industry?

Do some research about the industry prior coming for the interview. Concentrate on areas that interest you and opportunities this industry provides you with. Further, mention your acquired skills, qualifications, experience, and achievements which directly correlate to the industry.

Are you being interviewed by some other companies too?

Speak of the companies which do similar work and mention similar profile. Try and keep it short and concise without getting in too much of details.

What if you are being offered similar position by one of our competitors?

Frame your answer based on some appropriate logic. An outright no or yes could harm your chances. The best thing could be to say, I would evaluate the best possible fit based on several parameters such as growth, compensation, work, company values, and other such aspects. Do not try and flatter the interviewer.

What are you looking to achieve from your next job?

Concentrate on aspects such as growth, greater challenges, or more responsibilities. Try and explain things you feel you would not have attained n your last job. Say for examples, I can not move up in my last company until and unless someone leaves the company.

How will you regroup if things have not gone to plans?

Explain a situation which forced you to change your plan for future, did you involve others to overcome challenge and/or how did you prioritize your tasks to achieve the best possible outcome.

How do you manage your work week?

Explain how you prioritize work, set deadlines, and determine other schedules. The employer wants to understand how organize you are and how productive you can be for the Company. For example, you can say that you reserve about 1 hour to handle any anticipated problems that may occur during work schedule. This allows me to be more productive, effective in managing my projects. Also, I am being able to help my team and Manger in case they are seeking for any help.

Describe a time when you had to extend your deadline in order to satisfy client's requirement?

This is a question where employer is looking to understand how dedicated you are at delivering the best possible results to the clients. This is another test of dependability, so try and come up with an example when client asked you for some more information or analysis, which lead you to extend your deadline. Also, list how you worked around and reset priority of other projects.

What motivates you on the job?

The interviewer is looking for an answer beyond compensation or benefits, for example working amongst competitive set of people, growth, or solving problems, something that is directly related to the job.

What new skills or ideas do you bring to the job?

Explain what value you are likely to bring to the company with your past experiences and skills. For example, I can help you develop and conceptualize some new products which might be of greater demand to your customers.

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What has disappointed you most about the current or last job?

Don't say any negative things that might affect your selection process. Say, you didn't confront with enough challenges and/or lack of growth prospects in the company.

Tell us about a time when you were a part of group and what contribution you made?

The interviewer is looking to judge your man management skills if you were leader of the group or your ability to become part of a team and adapt to various roles. So, always try and come with an example where your contribution helped team achieve its objectives or helped deliver beyond expectations.

Why should we hire you?

This is your time to sell yourself for the job. List out all the skills which you feel are necessary for the job and back them up with examples from your past, mention your interest, motivation, and what you can bring to the Company.

Are you willing to relocate or travel?

Be clear about your availability to relocate or travel, if aren't ready to move at some other location, then it is advisable to make it clear to avoid any problems that occur later on.

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