



SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107



AN AUTONOMOUS INSTITUTION

Accredited by NBA – AICTE and Accredited by NAAC – UGC with 'A' Grade
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

Interview Skills

Interviewing is a **skill** in and of itself, one in which your ability to interact with the interviewer and to articulate your thoughts are factors that are just as important in getting the job as are the qualifications listed on your resume. Here is a list of **interview skills** that will help you get hired.

10 Interview Skills

1. Do your background research.
2. Be polite to everyone.
3. Watch your body language.
4. Watch your real language.
5. Review your own resume.
6. Prepare for standard questions.
7. Prepare your wardrobe.
8. Prepare your questions.
9. Don't badmouth your former employer.
10. Don't forget the thank you card.

Find out as much as you can about the company.

Look at their website, and any information that they have sent you, and see if you can find their mission, objectives, any value statements and the like. It's helpful to be familiar with the organisation's guiding principles. Also try to find out how the job that you have applied for fits into the organisation.



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Sample Questions

- What are your strengths?
- What are your weaknesses?
- Where do you see yourself in 10 years?
- What type of skills can you offer an employer?
- What are some key points on your resume you'd like to share?
- What type of classes have you taken that will help you in a career?
- List 5 traits you believe a successful employee should have
- Describe how you handle conflict in a work environment?

This is the **most comprehensive** list of questions commonly asked in Job Interviews, **why they are asked**, if they have any **hidden motives** and **exactly** how to **answer** them!

1. Why Do You Want To Work For Us?
2. What interests you about this job?
3. What do you know about our company?
4. What challenges are you looking for in this position?
5. Who was your best boss and who was the worst?
6. Why did you choose this particular career path?
7. What are your aspirations beyond this job?
8. Why do you think this industry would sustain your interest in the long haul?
9. Tell me about yourself.
10. What has been the biggest disappointment in your life?
11. What are your pet peeves?
12. If you could relive the last 10 years of your life.
13. How has your education prepared you for your career?
14. When was the last time you were angry and what happened?



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15. How do you evaluate success?
16. What are the major reasons for your success?
17. Describe a typical work week for you.
18. How would you describe the pace at which you work?
19. Give us an example of a situation where you didn't meet your goals or objectives.
20. Give me proof of your persuasiveness.
21. Would your current boss describe you as the type of person who goes that extra mile?
22. Give us an example of a situation where you faced conflict or difficult communication problems
23. Have you ever had a conflict with a boss or professor? How was it resolved?
24. If you know your boss is 100% wrong about something, how would you handle this?
25. Where do you see yourself in 3 / 5/ 10 years time?
26. How do you plan to achieve those goals?
27. What drives you to achieve your objectives?
28. What are you looking for in your next job? What is important to you?
29. What would your current manager say are your strengths?
30. What would your current manager say are your weaknesses?
31. Are you overqualified for this job?
32. Why should we give you this job?
33. We're considering two other candidates for this position. Why should we hire you rather than someone else?
34. What would you do if one of our competitors offered you a position?
35. What are your biggest accomplishments?
36. What did you like/dislike about your last job?
37. Can you work under pressure?"
38. What environments allow you to be especially effective?
39. What do you find are the most difficult decisions to make?



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- 40. Give us an example of when you have worked to an unreasonable deadline or been faced with a huge challenge.**
- 41. Tell me about a special contribution you have made to your employer.**
- 42. What is the most difficult situation you have faced?**
- 43. Tell me about a time when you had to deal with an irate customer. How did you handle the situation?**
- 44. How do you take direction?**
- 45. What colour is your brain?**
- 46. Do you prefer working in a team or on your own?**
- 47. What do your work colleagues think of you?**
- 48. Tell me about your salary expectations.**
- 49. What will you do if you don't get this position?**
- 50. What is the first thing you would change, if you were to start work here?**