

1. Tell something about yourself.

The most often asked question in interviews. You need to have a short statement prepared in your mind. Be careful that it does not sound rehearsed. Limit it to work-related items unless instructed otherwise. Keep your answer to a minute or two at most. Cover five topics including personal introduction, early years, education, work history, and recent career experience. Remember that this is likely to be a warm-up question.

2. What is your greatest / best strength? Or, what is your strength?

For this question numerous answers are good, just stay positive. A few good examples may be a) Your ability to prioritize, b) Your problem-solving skills, c) Your ability to work under pressure, d) Your ability to focus on projects, e) your professional expertise, f) your leadership skills, g) your positive attitude towards works etc., in addition to your strong academic background.

3. Tell something about your weakness. Or what are your weakness?

The interviewer who asks this question is looking to see how honest you are with yourself, and how well you deal with your own shortcomings.

Bit of a tricky question this, after all no one wants to show their weaknesses but we all have them. Don't pretend you don't have weaknesses, and don't avoid answering the question. This is your chance to show that you are honest and take responsibility for your actions. A good way to answer this question is to mention your weakness, then tell what you have done to overcome that weakness. If you have been disorganized in the past, you could say, "I used to be very disorganized, always forgetting assignments and birthdays. But I managed to work out a computerized system of to-do lists and reminders that keeps me on top of everything." You could also say, "I don't have straight way transport or bus service from my residence to the office. So, during the rainy days I had difficulties in finding a rickshaw to reach the bus stop and I would get late, occasionally. Now on the raining days, I get up earlier in the morning and rush out to my office to reach on time."

4. What do you know about this organization?

This question is one reason to do some research on the organization before the interview. Find out where they have been and where they are going. You should be able to discuss products or services, revenues, reputation, image, goals, problems, management style, people, history and philosophy. But don't act as if you know everything about the place. Let your answer show that you have taken the time to do some research, but don't try to overwhelm the interviewer, and make it clear that you wish to learn more. You might start your answer in this manner: "In my job search, I've investigated a number of companies. Yours is one of the few that interests me, for these reasons..."

5. Why do you want to work for this organization?

This may take some thought and certainly, should be based on the research you have done on the organization. Sincerity is extremely important here and will easily be sensed. Relate it to your long-term career goals.

6. How do you handle stress and pressure?

A typical interview question, asked to get a sense of how you handle on-the-job stress, is "How do you handle pressure?" Examples of good responses include:

- Stress is very important to me. With stress, I do the best possible job. The appropriate way to deal with stress is to make sure I have the correct balance between good stress and bad stress. I need good stress to stay motivated and productive.
- I react to situations, rather than to stress. That way, the situation is handled and doesn't become stressful.
- I actually work better under pressure and I've found that I enjoy working in a challenging environment.
- From a personal perspective, I manage stress by visiting the gym/ walking a mile every evening. It's a great stress reducer.
- Prioritizing my responsibilities so I have a clear idea of what needs to be done when has helped me effectively manage pressure on the job.
- If the people I am managing are contributing to my stress level, I discuss options for better handling difficult situations with them.

7. What experience do you have in this field?

Speak about specifics that relate to the position you are applying for. If you do not have specific experience, get as close as you can.

8. What kind of salary do you expect?

A loaded question. A nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, "that's a tough question. Can you tell me the range for this position?"

9. Are you a team player?

You are, of course, a team player. Be sure to have examples ready. Specifics that show you often perform for the good of the team rather than for yourself are good evidence of your team attitude. Do not brag, just say it in a matter-of-fact tone. This is a key point.

10. Explain how you would be an asset to this organization.

You should be anxious for this question. It gives you a chance to highlight your best points as they relate to the position being discussed.

11. Tell me about your dream job.

Stay away from a specific job. You cannot win. If you say the job you are contending for is it, you strain credibility. If you say another job is it, you plant the suspicion that you will be dissatisfied with this position if hired. The best is to stay generic and say something like: A job where I love the work, like the people, can contribute and can't wait to get to work.

12. What is more important to you: the money or the work?

Money is always important, but the work is the most important. There is no better answer.

13. What has disappointed you about a job?

Don't get trivial or negative. Safe areas are few but can include: Not enough of a challenge.

14. Tell me about your ability to work under pressure.

You may say that you thrive under certain types of pressure. Give an example that relates to the type of position applied for.

15. What motivates you to do your best on the job?

This is a personal trait that only you can say, but good examples are: Challenge, Achievement, Recognition

16. Would you be willing to relocate if required?

You should be clear on this with your family prior to the interview if you think there is a chance it may come up. Be honest at this point and save yourself future grief.

17. What have you learned from mistakes on the job?

Here you have to come up with something or you strain credibility. Make it small, well intentioned mistake with a positive lesson learned. An example would be "working too far ahead of colleagues on a project and thus throwing coordination off".

18. What do you think of your boss?

Be as positive as you can. A potential boss is likely to wonder if you might talk about him in similar terms at some point in the future.

19. Do you have any questions for me?

Always have some questions prepared. Questions prepared where you will be an asset to the organization are good. How soon will I be able to be productive? and What type of projects will I be able to assist on? Are examples.

20. Where do you expect your career to be in 5 years?

(Be careful here. You do not want to give the impression that you're simply using this company as a stepping-stone to another career. Think of a related managerial position within the company that would interest you.)