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TOP 10 AND MOST COMMON INTERVIEW QUESTIONS AND ANSWERS



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**Q1) TELL ME ABOUT
YOURSELF?**

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1) TELL ME ABOUT YOURSELF

- * Your intro have to starts with your **Name** having **Education, Place, Job Experience** and you can end it with your **family details**.

1) TELL ME ABOUT YOURSELF

- * Your intro have to starts with your **Name** having **Education, Place, Job Experience** and you can end it with your **family details**.
- * Answer: Sir, I am Megha. I am a Chartered Accountant from Delhi having 5 year of working experience in this field. I live with my parents in Delhi.

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2) WHAT ARE YOUR STRENGTHS?

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2) WHAT ARE YOUR STRENGTHS

- * Every Person have Strengths which may vary person to person.
- * Strengths may be **Discipline, Hard Working, Honesty, Positive Attitude, Team Player, Flexible, Leadership Quality** etc.

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- * Every Person have Strengths which may vary person to person.
- * Strengths may be **Discipline, Hard Working, Honesty, Positive Attitude, Team Player, Flexible, Leadership Quality** etc.
- * Answer: Sir, I am a Hard Working and Honest girl with Positive attitude and a Team Player with Leadership Qualities.

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3) WHAT ARE YOUR WEAKNESS?

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3) WHAT ARE YOUR WEAKNESS

- * This is probably the most dreaded Q. Everyone has weaknesses, but who wants to admit, especially in an interview?
- * Try to cover this type of question by answer in a manner **so that it converts in your strength.**
- * Weakness may be **Emotional, Talkative, Soft Spoken etc.**

3) WHAT ARE YOUR WEAKNESS

- * This is probably the most dreaded Q. Everyone has weaknesses, but who wants to admit, especially in an interview?
- * Try to cover this type of question by answer in a manner **so that it converts in your strength.**
- * Weakness may be Emotional, Talkative, Soft Spoken, To speak lie is difficult.
- * Answer: Sir, My weakness is that I always speaks a truth.

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4) TELL ME! WHAT YOU KNOW ABOUT OUR COMPANY?

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4) TELL ME! WHAT YOU KNOW ABOUT OUR COMPANY

- * Try always go for the interview with good **home work** for this question. Go through the company website, gain knowledge **about company profile**, who are **Directors, Owners or Partners of the company**, Go through the **company financials & Customers and Company success story**.

4) TELL ME WHAT YOU KNOW ABOUT THIS COMPANY

- * Try always go for the interview with good **home work** for this question. Go through the company websites, gain knowledge **about company profile**, who are **Directors, Owners or Partners of the company**, Go through the **company financials & Customers and Company success story**.
- * Answer: While go through the company profile I find it a fastest growing co. in this field. So I knew that I have opportunity to show my talent here as people feel proud to be part of the same.

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5) WHY DO YOU WANT TO WORK AT OUR COMPANY?

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- * Start answer with **good comments about company, your likings about the company**, and relate the same with your skills experience and education as per job requirement.

5) WHY DO YOU WANT TO WORK AT OUR COMPANY

- * Start answer with **good comments about company, your likings about the company**, and relate the same with your skills experience and education as per job requirement.
- * Answer: Sir, It is my pleasure to work with your reputed organisation. I always want to be part of a organisation where I can enhance my skills with contribution in the companies growth. While go through the job and company details I find it suitable with my educations, skills and experience. So I want to be part of such a good organisation.

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6) WHY SHOULD WE HIRE YOU?

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6) WHY SHOULD WE HIRE YOU

- * Don't ever show to interviewer that you are in need of the job.
- * Be practical, relate this with your knowledge, skill, qualifications and your future goals.
- * Try to show that **you will become asset for the company not a liability**. Be confident.

6) WHY SHOULD WE HIRE YOU

- * Don't ever show to interviewer that you are in need of the job.
- * Be practical, relate this with your knowledge, skill, qualifications and your future goals.
- * Try to show that **you will become asset for the company not a liability**. Be confident.
- * Answer: Sir, as you can see my qualification and experience I am fulfilling the requirement of this job. I will do my best and can never let you feel wrong for the decision to appoint me for this position.

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7) WHY ARE YOU LOOKING FOR THE JOB CHANGE?

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7) WHY ARE YOU LOOKING FOR THE JOB CHANGE

- * Everyone know that Changes are necessary in life.
- * But **Never** ever say Bad/Negative about your previous organisation.
- * Best Reasons may be **Suitable Location, Growth, Suitable Job Profile.**

7) WHY ARE YOU LOOKING FOR THE JOB CHANGE

- * Everyone know that Changes are necessary in life.
- * But **Never** ever say Bad/Negative about your previous organisation.
- * Best Reasons may be **Suitable Location, Growth, Suitable Job Profile.**
- * Answer: I am grateful to my previous organisation which gives me chance to enhance my skills and experience. I believe that changes are good and necessary also. So for my personal as well as professional growth I want to change.

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8) WHY YOU WANT TO LEAVE YOUR PREVIOUS JOB?

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8) WHY YOU WANT TO LEAVE YOUR PREVIOUS JOB?

- * With this question interview wants to know the exact reason for your job change.
- * Again Try not to talk any negative about the Previous company. You can give reasons like – **previous co. was a small group, Location, Growth.**

8) WHY YOU WANT TO LEAVE YOUR PREVIOUS JOB?

- * With this question interview wants to know the exact reason for your job change.
- * Again Try not to talk any negative about the Previous company. You can give reasons like – **previous co. was a small group, Location, Growth.**
- * Answer: Sir, my previous organisation is a small group and for my future growth I felt that this is the place “I want to work”.

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9) WHAT IS YOUR SALARY EXPECTATIONS?

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9) WHAT IS YOUR SALARY EXPECTATIONS

- * For this Q also do some research (Home Work) i.e. **salary structure for this type of job profile, companies salary norms, Hiring Location** etc.
- * Because salary may vary as per location, job profile, company to company, position, experience etc.

9) WHAT IS YOUR SALARY EXPECTATIONS

- * For this Q also do some research (Home Work) i.e. **salary structure for this type of job profile, companies salary norms, Hiring Location** etc.
- * Because salary may vary as per location, job profile, company to company, position, experience etc.
- * Answer: Salary is not a constraint to me. I am expected salary as per my experience and company norms.

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10) DO YOU WANT TO ASK ANY QUESTION?

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10) DO YOU WANT TO ASK ANY QUESTION

- * Don't miss this opportunity to ask any question if you have in your mind.
- * Like – Salary Structure, Office Timings, Cab Facility, Food Facility etc.

10) DO YOU WANT TO ASK ANY QUESTION

- * Don't miss this opportunity to ask any question if you have in your mind.
- * Like – Salary Structure, Office Timings, Cab Facility, Food Facility etc.
- * Answer: Sir, Thanks for giving me this opportunity, please tell me about salary structure here.

THANKS

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