GENERAL QUESTIONS

1. Please introduce yourself
2. Tell us something about yourself other than what is given in your C.V.
3. Tell us something about your family.
4. What projects you have done?
5. If you were to do those projects again how will you do?
6. What further work/ modifications will you like to do these projects?
7. Describe your summer training.
8. What additional studies/work/projects, other than the curriculum, have you done for the job profile you are looking for?
9. How have you prepared for this selection process?
10. Have you appeared for other companies so far? Which companies have selected?
11. If we also select you which company will you join & why?
12. If you are already selected, why are you appearing for this job?
13. If you have not been selected by any company so far, what do you think might be the reasons? How are you making yourself selectable?
14. If you are not selected now what will you do?
15. What pay package do you think you deserve?
16. How long do you think you will like to work for our company & why?
17. Why do you consider yourself suitable for our company & this job?
18. What are your extra curricular activities and achievements?
19. What are your career objectives?
20. What do you know about our company and its competitors?
CREATIVE THINKING/PROBLEM SOLVING SKILL QUESTIONS

1. Are you an innovative person?
2. Describe a situation in which you found yourself challenged?
3. How did you work it out?
4. How do you design a remote control?
5. How do you design a soda vending machine for visually blind persons?
6. How do you design an alarm clock?
7. Product 1 sold 20 lakh copies. Product 2 sold 55,000 copies. Assume that we spent same amount of money in developing them and same amount of money in marketing them and marketed exactly same way. Why one sold more than another?

DECISION MAKING SKILLS

8. Give me an example of a time when you had to make an important decision and how you came to that decision?
9. Have you ever had to make a major decision on your own? What was it? How did you make it?
10. How did you handle the toughest decision you ever had to make?
11. What is the riskiest decision you have made? What was the situation? What happened?
12. When was the last time you have a key decision on the spot of the moment? What was the reason and result?

DISCIPLINE/HARD WORKING SKILL QUESTIONS

13. Are you a goal-oriented person?
14. Are you a self-starter?
15. Are you able to work on several assignments at once?
16. Have you ever been overloaded with work? How do you keep track of work so that it gets done on time?
SELF ANALYSIS/PREFERENCE QUESTION:

17. Are you interested in research?
18. Are you willing to work flextime?
19. Are you willing to work overtime?
20. Describe the perfect job?
21. Describe your typical workday?
22. Describe your analytical and interpersonal skills?
23. Describe your three greatest strengths and tell me how you will use them to bring about improvements in your job?
24. What two or three major accomplishments best demonstrate your key strengths?

COMMUNICATION SKILL QUESTIONS:

25. Are you more skilled at verbal or written communication?
26. Discuss a negative that can also be a positive in your case:
27. Define success?
28. Define failure?

Emotional Intelligence questions:

29. Are you a team player?
30. Describe a situation where you had a conflict with someone in an academic or professional situation? How did you resolve it?
31. Describe a time when a co-worker or student approached you and criticized your work. How did you handle the situation?
32. Did you and your former (or current) supervisor/guide ever disagree?
33. Describe a time when you have had to influence the actions or decisions of more senior people, yet did not have the requisite authority to dictate behaviour. How did you handle it? What was the outcome?
34. Describe a time when you were assigned a task but were provided little direction for how to complete the task. What steps did you take to complete the task? What was the outcome?

35. Describe a work project that you had to complete independently?

36. Describe a work situation where you faced incredible odds but prevailed (a) What were the odds you faced? (b) Why was there so much resistance? (c) Why did you prevail?

37. Describe a work situation where you know you were right, but the odds of winning were such that you felt you had to abandon your position. (a) What odds did you face? (b) How great was the resistance? (c) What approaches did you use? (d) How long did you fight? (e) What factors persuaded you to abandon your position?

38. Describe the most challenging negotiation in which you were involved. What did you do? What were the results for you?

39. What were the results for the other party?

40. Did you work while going to school? In what position?

41. Discuss a setback you have overcome in your life/ in the last one year?

42. Do you anticipate problems or do you react to them?

43. Do you consider yourself a risk taker? Could you give some examples?

44. Do you ever lose your temper?

45. Do you get bored doing the same work over and over again?

46. Do you have any hobbies?

47. Do you prefer to work independently or in a group?

48. Do you speak up if your point of view differs from that of your superiors?

49. Do you think your grades/percentages are a good indication of your academic achievements?

50. Give an example of a time when you made a mistake because you did not listen well to what someone had to say?

51. Give an example of a time when you were asked to accomplish a task but weren’t given enough information. How did you resolve this problem?

52. Give me an example of a complex communications problem that you faced. (a) What made it complex? (b) Why was it difficult to communicate? (c) How did you solve the problem?
53. Give me an example of a creative or innovative idea you have had recently. (a) What was the context? (b) What made your idea innovative? (c) What did you do with this idea? (d) Where does it stand today?

54. Give me an example of a situation that required you to compromise one of your basic principles. (a) What was the situation? (b) What principle did you compromise? (c) Why did you compromise? (d) How did you feel about it?

55. Give me an example of a time when you had to deal with a difficult co-worker or fellow student on a project. How did you handle the situation? What were the outcomes?

56. Give me an example of a time where you failed to meet a goal. What did you fail to do? What were the consequences? What was the outcome?

57. Give me an example of something very creative that you did. (a) Why was it creative? (b) What were the alternative approaches you considered? (c) Why was this a particularly creative solution?

58. Give me an example of where you abandoned one of your basic work principles, and it backfired on you. (a) What was the circumstance? (b) What principle did you abandon? (c) Why did you abandon this principle? (d) What was the result? (e) What did you learn from this experience?

59. Give me an example of your involvement in a successful team effort. (a) What role did you play? (b) Why was the effort successful?

60. Give me an example of your involvement in a team effort that failed. (a) What role did you play? (b) What factors led to the failure?

61. Give me some examples of things you have done that go considerably beyond what is required by your job?

62. Give me three adjectives that describe you?

63. Have you ever been caught unaware by a problem or obstacle that you had not foreseen? What happened?

64. Have you ever been in a situation where you had to settle an argument between two friends (or people you know)? What did you do? What was the result?

65. Have you ever done any volunteer work?

66. Have you ever had a situation where you had a number of alternatives to choose from? How did you go about choosing one?
67. Have you ever had to persuade a group to accept a proposal or idea? How did you go about doing it? What was the result?
68. Have you ever worked with a colleague to solve a problem? What was the situation? How did you go about working it through? What was your role?
69. Here is my pen. Sell it to me.
70. How appropriate do you feel your education has been in preparing you for your profession?
71. How did you learn about this job opening?
72. How did you prepare for this interview?
73. How do you deal with criticism?
74. How do you deal with stressful situations?
75. How do you go about explaining a complex technical problem to a person who does not understand technical jargon?
76. How do you explain internet to a farmer who had never seen a computer in his life?
77. How do you keep up with technology and update yourself? (How do you stay abreast of industry/functional news)?
78. How do you manage your time?
79. How do you sell your ideas?
80. How do you set an example for others?
81. How do you show a person that you have understood what he/she have said?
82. How do you spend your leisure time?
83. How have you benefited from your disappointments?
84. How many dry cleaners are there in New York City?
85. How much money do you need to make you happy?
86. How much time do you spend each month keeping up with new developments in your field?
87. How would a friend/family member/supervisor/professor describe you?
88. How would you feel about working for a female executive?
89. Would you work best with a male or female manager?
90. If you were the interviewer and I was the candidate, what kind of questions do you want to ask me?
91. If you could be anyone, who would you like to be?
92. If you could do anything in life, and know you could not fail, what would you do?
93. If you could go back and do it over again, what would you change about your college education?
94. If you could have three magical wishes, what would they be?
95. If you would, what two things would you most like to change about yourself to improve your overall effectiveness – and why?
96. If you had to cite a single skill or attribute that has most contributed to your career success, what would it be? Why?
97. If you had to live your life over again, what would you change?
98. If you lack some of the necessary experience, how will you address that problem on the job?
99. If you were a fork, knife, or a spoon, which would you be and why?
100. If you were a tree, what kind would you be and why?
101. What is your favorite joke?
102. Give few/five reasons for your success?
103. Give few/five things that motivate you?
104. What motivates you to get up every morning and go to work?
105. Name any book you’ve read in the past six months?
106. Name three things you have learned in school that could be used on this job.
107. Of which of your accomplishments are you most proud? Why?
108. Of which of your personal traits and characteristics are you least proud? Why?
109. Of which of your personal traits and characteristics are you most proud, and why?
110. One or two areas where you could improve your overall performance?
111. Tell me three words that come to mind that describe your best character traits, and then three that describe your worst?
112. Sell me something in this room, anything.
113. Some people consider themselves to be “big picture people” and others are “detail oriented”. Which are you? Give an example of a time when you displayed this.
114. Some people work best as part of a group- others prefer the role of individual contributor. How would you describe yourself? Give an example of a situation where you felt you were most effective?

115. Talk about a failure you had. How did you overcome it?

116. Tell me about a major problem/difficulty/challenge you have encountered. What did you do about it? In hindsight would you now act differently?

117. Tell me about a situation when it was important for you to pay attention to details. How did you handle it?

118. Have you ever challenged a school or company policy?

119. Tell me about a time when you had to work with a difficult person and how you handled it.

120. Tell me about a time when you missed an obvious solution to a problem at work?

121. Tell me about some of your recent goals and what you did to achieve them?

122. Tell me what you know about our organization/company?

123. Tell me what you’re doing your thesis on.

124. Why does a mirror reverse right and left instead of up and down?

125. Was there a course that you found particularly challenging?

126. Was there anything today you were afraid I was going to ask you? Why did it make you uncomfortable?

127. We want you to organize a treasure hunt for 50 cars; how are you going to set about it?

128. What would you want to accomplish during your first 90 days on the job?

129. Could you give me some specific changes you would bring about immediately?

130. What are some of the reasons for your success?

131. Do you read newspaper everyday?

132. What are the headlines in today’s newspaper?

133. What are the three most important events of your professional/educational life?

134. What are you doing to improve yourself?

135. What are your hobbies?
136. What are your long term goals? How are you prepared to achieve them? (Where you want to see yourself in 5/10/15 years from now)?

137. What are your short-term goals? How are you prepared to achieve them? (Where you want to see yourself in 2/3 years from now)?

138. What are your pet peeves?

139. What courses/subjects have you enjoyed the most during college and why?

140. What courses/subjects have you enjoyed the least during college and why?

141. What colour is your brain?

142. What course, not currently being taught in colleges here, would you like to develop?

143. What courses did you find most difficult?

144. What criteria are you using to evaluate the company for which you hope to work?

145. What do you do when you have trouble solving a problem?

146. What do you know about our organization/company?

147. What do you know about this position?

148. What do you like to do for fun?

149. What do you like to do in your spare time?

150. What do you think you do best?

151. What frustrates you?

152. What goals did you miss? Why did you miss them?

153. What goals have you set for yourself in life?

154. By what standards do you measure your personal success?

155. What plans do you have for self-improvement and personal development?

156. What has been your major work related disappointment? What happened and what did you do?

157. What have you done to prepare for this interview?

158. What is the most foolish thing you’ve ever done?

159. What is the most important thing you learned at college?

160. What is your greatest fear?

161. What kind of supervisor/boss do you prefer?
162. What kinds of communication situations cause you difficulty? Give an example.
163. What kinds of people/situations really annoy you?
164. What kinds of things do you find difficult to learn?
165. What kinds of things do you learn quickly?
166. What kinds of things really get you excited?
167. What motivated you to put forth your greatest effort?
168. Why are you looking for in this job?
169. What position in our company/interests you the most?
170. What professional organization activities have you taken part in?
171. What professor most influenced your life? How?
172. What public figures is your role model?
173. What qualities do you admire most in others?
174. What qualities do you feel a successful engineer/manager should have?
175. What single thing about our product or service interests you most?
176. What skills can you bring to this position?
177. What social or political organizations do you belong to?
178. What sort of work hours do you normally put in?
179. What steps have you taken in the past year to improve your overall performance? Why?
180. What three trends do you see in the future for our industry?
181. What two or three professional accomplishments have given you the most satisfaction and why?
182. What two or three things are most important to you in your job?
183. What type of manager do you find inspirational and motivational? Why?
184. What type of manager do you find uninspiring and demotivating? Why?
185. What type of person would you hire for this position?
186. What type of work do you find least satisfying from a professional stand-point?
187. What type of work do you find most satisfying from a professional stand-point?
188. What type of work do you like to do best?
189. What type of work environment do you find demotivating? Why?
190. What type of work environment do you find motivational and stimulating?
191. What was the last book you read?
192. What was the most difficult interpersonal situation you have experienced in a work environment and how was it resolved?
193. What was the most stressful situation you have faced? How did you deal with it?
194. What was your most valuable childhood experience? Why was this significant?
195. What will you bring to this position that other won’t?
196. What would be the perfect job for you?
197. What would you do if it were your last day on earth?
198. What would you like inscribed on your headstone?
199. What would you like to be remembered for?
200. What would you most like to improve about yourself?
201. When confronted by someone who is particularly angry with you, what do you do? If someone is continuously critical of you and appears not to like you, what do you do?
202. When is the last time you had a disagreement with a peer? How did you resolve the situation?
203. When is the last time you had to introduce a new idea or procedure to people on the job? How did you do it?
204. When you disagree with your manager, what do you do? Give an example.
205. Which of your personal traits and characteristics most enhance your effectiveness in dealing with others?
206. Which of your skills would you rate higher? (a) Your “technical” skills (b) Your “interpersonal” skills? (c) Why?
207. Which of your traits and characteristics do you find most frustrating?
208. Who has inspired you the most in your life?
209. Who was your favorite teacher? What did he/she do differently from the others?
210. Why are manhole covers round?
211. Why are you interested in our company?
212. Why are you interested in this position?
213. Why did you attend Maharshi Dayanand University?
214. Why did you choose this field of work?
215. Why did you choose to attend your college or university?
216. With what kind of people do you have difficulty working? Why?
217. With what kind of people do you most enjoy working? Why?
218. If you were to introduce a new product into a foreign market, what are some of the factors you would need to study in that country?
219. Imagine you are in-charge of developing a new refrigerator, what new feature would you add?
220. In what courses/subjects did you do best? Why?
221. In what extra-curricular activities have you been involved?
222. In what kind of work environment are you most comfortable?
223. In what kind of work environment are you most uncomfortable?
224. In what ways could you improve your interpersonal skills and effectiveness?
225. In what ways could you improve your overall job performance?
226. Is there one particular trait or skill you possess that should lead us to consider you above other candidates?
227. Is there anything more you would like us to know about you before we finish?

TURN THE TABLE: ITS YOUR TURN TO GRILL THE INTERVIEWER
228. As an employee of this organization, what do you see as some of its outstanding attributes?
229. What growth prospects does a typical person in this position can expect?
230. Can you tell me about the organization’s training policies/incentives?
231. Can you tell me something about the company’s management system?
232. Could you describe the ideal candidate for this job?
233. Do you fill positions from the outside or promote from within first?
234. Do you have an annual performance appraisal system in place?
235. What are the company/department’s plans for expansion?
236. Does the company offer flextime?
237. Does the company encourages its employees participate in any professional associations or conferences?
238. Does it support employees taking advantage of outside training in areas where it does not provide training programs?
239. Does the company promote from within?
240. Does the company provide in-house training?
241. How the organization encourages personal and professional growth?
242. Does your company offer either single or dual career-track programs?
243. Has there been much turnover in this department?
244. How are decisions made?
245. How are projects assigned?
246. How the person filling up this position can make an immediate contribution?
247. How did this opening occur? Is it a newly created position or did someone recently leave the position?
248. How does the company get feedback from its employees?
249. How do supervisors see their role in this company?
250. Does the company encourage its employees to take risk and experiment?
251. How does the company communicate with employees?
252. How does this organization provide opportunities for professional growth?
253. How does this position fit within the organizational structure?
254. How does this position relate to other positions within the organization?
255. How important does the upper management considers the function of this department/position?
256. How important is this position to the organization?
257. How is performance evaluated?
258. How is performance evaluated? How often, by whom, what criteria are used?
259. How long has it been operating? How does it relate to promotions and salary increments?
260. How many people have held this position in the last three years?
261. How much opportunity the person filling up this position will have for decision making in my first assignment?
262. How much responsibility the person filling up this position will be given in this position?
263. How much travel, if any, is involved in this position?
264. How often are performance reviews given?
265. How often will my performance be evaluated? What criteria will be used to measure my performance?
266. How was this position created?
267. How well do departments interact with each other?
268. How would my performance be evaluated?
269. How would you describe the corporate culture?
270. How would you describe the work environment in this organization?
271. How would you describe the company’s management style?
272. How would you evaluate the growth potential of this company?
273. In what ways is a career with your company better than one with your competitors?
274. In your opinion what is the most difficult aspect of this job?
275. Is there a lot of team/project work?
276. Is there a probationary period involved?
277. Is this a newly created position or is someone being replaced?
278. Is your organization quick or slow to adopt new technology?
279. How and how often the company evaluates the performance of its employees?
280. How does an employee get promoted?
281. Are there any mandatory waiting periods for promotion or its solely based on contribution and performance?
282. Tell me about what it’s really like working here in terms of the people, management practices, workloads, expected performance, and rewards?
283. To what extent does the company promote from within versus hiring from the outside?
284. What are examples of typical first year assignments?
285. What are the challenges facing this organization?
286. What types of challenges does this particular position offer?
287. What are the company’s strengths and weaknesses compared to its competitor?
288. What are the evaluation criteria you use in a performance review?
289. What are the challenges/opportunities you anticipate/foresee for this department/organization in the next year?
290. What are the primary results you would like to see me produce if I were hired?
291. What are the typical hours of this position? Will overtime, night or weekend work be required?
292. What are typical work schedules?
293. What are your department’s major projects in the coming year?
294. What are your growth projections for next year?
295. What kind of growth is projected for the department/organization in the next 2/3/4/5 years?
296. What changes is management interested in having take place within the direction of this department?
297. What characteristics do the achievers in this company seem to share?
298. What do you like about working for this organization? How would you compare it to others you have worked for?
299. What do you like best about the company/organization environment?
300. What don’t you like about your job?
301. What happens during the training program?
302. What have been the major problems (barriers to reaching department goals) in the past?
303. What is a typical day like in this position?
304. What is a typical day on the job like?
305. What is the first task the person filling up this position would be undertaking?
306. What is the largest single problem facing the department now?
307. When do you expect to make a decision on this position? May I contact you?
308. What is the usual promotional time frame?
309. What kind of typical training will be provided for a period starting in this position?
310. What kinds of clients the person filling up this position would be working with?
311. What new tasks or responsibilities do you see someone in this position taking on?
312. What objectives would you like to see accomplished during the first year?
313. What opportunities exist for advancement?
314. What particular computer equipment and software do you use?
315. What personal qualities or characteristics are most important for success in this job?
316. What products (or services) are in the development stage now?
317. What qualities are you looking for in the candidate who fills this position?
318. What qualities do people seem to have who have done well in this department/organization?
319. What skills are especially important for someone in this position?
320. What type of career paths do employees typically follow in this organization?
321. What type of growth do you foresee in the next few years? Why?
322. What types of accomplishments over the first year will meet your expectations of the person in this position?
323. What will be the major challenges for the person filling up this position?
324. What would you change about this organization if you could?
325. What’s the company’s dress code?
326. Where do you foresee the company in five years?
327. Where the person filling up this position would fit in on the organizational chart?
328. Who are the stars, and how did they reach that spot?
329. With whom the person filling up this position would work with on a day-to-day basis?
330. Why is this position available? Is it a new position? If not, why did the previous person leave? If the person was promoted, what position does that person now hold?

331. Will the person filling this position have the opportunity to work on special projects?

332. What plans the company has to continue to be competitive?

333. Would you like me to leave my references at this time?

334. What are the projects that the person filling this position might be assigned initially?

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