



Unit 2: INTERVIEW

Unit II (6 lectures) Interviews: Definition, types, preparing for interviews, potential interview questions, Mock Interview activities.

OUTCOMES:

- Students understand that interviews are formal conversations between an interviewer and interviewee to assess qualifications, skills, and suitability for a job, internship, educational program, or other opportunities.
- Students are ready to answer common questions like:
- **Tell me about yourself.**
- **Why are you interested in this position/opportunity?**
- **What are your strengths and weaknesses?**
- Students are better equipped to navigate the interview process, present themselves effectively, and make informed decisions about their future opportunities.

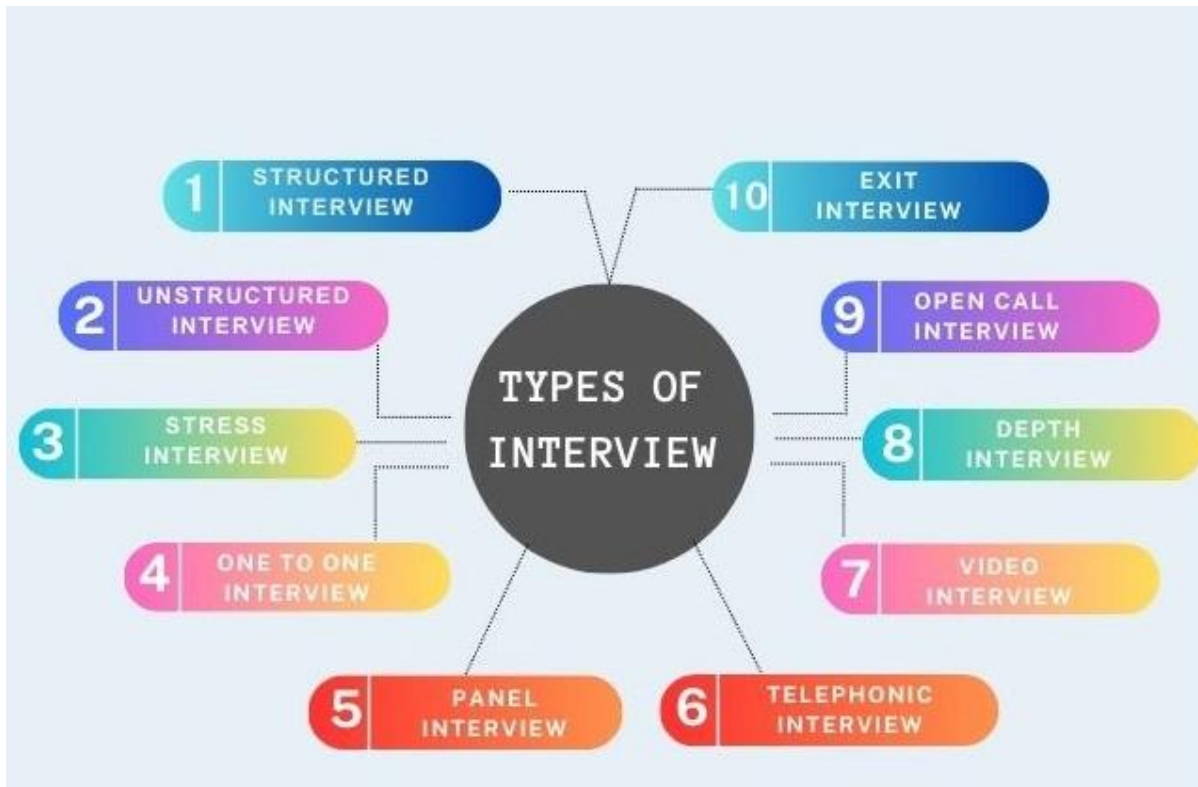
INTERVIEW:

- An interview is a formal conversation between two or more people, typically with one person
- The main purpose is to evaluate the interviewee's qualifications, skills, and suitability for a specific role or opportunity.
- Interview is a purposeful conversation where one person evaluates another for a specific role or opportunity, and it plays a crucial role in decision-making processes for jobs, programs, and more.
- An interview is a question-and-answer type of round where a person asks questions and the other person answers those questions. It can be a one-on-one two-way conversation or it can be multiple interviewers and multiple participants.

TYPES OF INTERVIEWS



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1. STRUCTURED INTERVIEW

It is the traditional form of an interview. Preset standardized questions are asked from the interviewee and are the same for all the candidates.

- It is the kind of interview that gives the chance to examine all the candidates' skills and abilities impartially.
- The questions also help the interviewer to compare the responses and to choose the best.

2. UNSTRUCTURED INTERVIEW

It is just the opposite of structured interviews. It is a free-flowing conversation. This type of interview is also known as Informal interview.

- The interviewer already has a definite idea in mind about the questions to be asked.
- Generally, questions are made and asked during the interview.
- The questions can change according to the responses the candidate gives.
- An unstructured interview does not follow any formal rules and procedures.



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3. STRESS INTERVIEW

These kinds of interviews are very rare. In this, the interviewer puts the interviewee under a stressful situation to test their presence of mind.

- Stress interview also tests how interviewee manage the crisis at a given time.
- The interviewer tends to make the interviewee nervous by asking tons of questions at the same time.
- It is done to see whether the candidate can cope up with a crisis and not panic.

4. ONE TO ONE INTERVIEW

It is a general interview. There are just two persons, i.e., the interviewer and the interviewee, and a formal discussion takes place face to face about the candidate's skills and abilities.

The interviewer asks general and technical questions to check the suitability.

5. PANEL INTERVIEW

A panel interview is known as a board interview; the interview takes place between one candidate and a panel of members of the company, usually more than two.

- Each one gives different scores to the candidates and combines them to see if the candidate is qualified.
- Further, in a panel interview, candidates are often victims of personal biases, and it is not feasible for organizations that take many interviews daily.

6. TELEPHONIC INTERVIEW

Telephonic interviews are conducted over the phone and are economical and less time-consuming. Through these interviews, the company can select promising individuals for the job.

- Its main objective is to limit the list of candidates and appoint the best ones.
- These are more accurate than one to one interviews for judging interviewees' intelligence and interpersonal skills.
- The candidates are usually surprised by the unexpected call from the recruiter.



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- However, they have a drawback; just as the candidate will be surprised, they likely can be panicked.
- Moreover, answers are to be given in a restricted time.

7. VIDEO INTERVIEW

One of the newest forms of interviews is conducted through various video conferences, online chats, or messaging due to their rapidity and inexpensiveness. It saves time and money.

- The best part of these interviews is that both the interviewer and interviewee need not be in the same place, not even the same continent.
- It is just like a personal interview where the recruiter informs you about the interview a few hours before the scheduled time.
- These interviews are done if the interviewee lives far-off and cannot make it to the interviewer's place for valid reasons.

8. DEPTH INTERVIEW

As the term itself says, it distinguishes the interviewee in-depth. These are detail and discovery-oriented.

- It covers the candidate's life history, academic qualifications, interests, hobbies, and professional work experience.
- The interviewer here is a listener and wants to know in detail about the candidates, allowing more time and a free flow of conversation and making a friendly approach.

9. OPEN CALL INTERVIEW

Open call interviews, most commonly known as walk-in interviews, are conducted on the spot, and the questions are not preset. The questions vary according to the response of the candidates. Most of these types of interviews are for seasonal or temporary job roles.

10. EXIT INTERVIEW

These interviews are conducted with an employee of a company when they are leaving their job. In this interview, the employee is expected to deliver an honest



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review of his experience in the firm. Its main purpose is to give a good feeling to the person leaving and take suggestions offered by them.

OBJECTIVES OF INTERVIEW



So what is the purpose of an interview? How does it help an interviewer to assess the knowledge and skills of the interviewee?

Let's look at some objectives of the interview.

- It helps to verify the precision of the provided facts and data by the candidate.
- The interview helps to obtain additional information about the skills and knowledge of the interviewee.
- The interview not only assesses a candidate's skills but also checks their suitability for the job.
- The interview provides the candidate with general facts and necessary descriptions about the job and the company.
- An interview gives an intuition into the candidate's rational knowledge and creativity they possess.
- Job descriptions are given at the time of the interview. The interviewer informs the company's expectations from them.



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- Through the interview process, the recruiter gets to know about the candidate's skills and lacks the potential abilities to be trained according to their job role.
- Information flows from both directions, and the interviewee gets to know about the company and the employer.

WHY ARE INTERVIEWS IMPORTANT?

Interviews are considered necessary as it is an excellent way to whittle down a large number of applicants and allow the best ones. Here are some points which highlight the importance of interviews.

- Interviews play a crucial role in the selection process of the favorable candidate. They help the interviewer choose who is efficient and who is not.
- Resumes do not present a clear picture or inabilities of a candidate; recruiters get to know the candidate's weaknesses and where they need training through the interview procedure.
- If someone asks in an interview about their weaknesses, it's best to answer them honestly. It also shows the candidate's self-awareness about their good and vulnerable traits.
- Interviews are a necessary strategy to know a candidate's potential.
- Through the interviewing process, the employer and the interviewee get to know each other, and the flow of essential information takes place, and all doubts are freed.
- The employer gets to know about the interviewee's actual communicative skills and checks their general skills of writing and speaking through the quality of their responses.
- Employers also get to know about the individuality and personality of the candidate. Also, analyze their social behaviour and confidence in their body language.

TIPS FOR INTERVIEW AS A FRESHER

If you are a fresher facing an interview for the first time, the first tip is always to be on time. Preferably, be earlier than the assigned time. Punctuality is the most desired trait for a job.

Other interview tips for a fresher are as follows.



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- Make sure all the necessary documents are taken.
- Prepare the open-ended interview questions like 'Introduce Yourself,' 'Why do you think this company is the best fit for you,' where the candidate is expected to have researched the company's achievements.
- Establish strong communication skills, which is a vital part of any job role.
- Body language is another most important characteristic by which candidates are judged. Always maintain professional and modest body language. Maintain constant eye contact with the person in front.
- Dress formally. It is always best to wear neutral-coloured dresses such as white, black or grey. These colours are considered modest. According to a survey, orange is considered an unprofessional or too playful colour to wear to an interview.

HR Interview Questions for Fresher's

Some of the most commonly asked HR interview questions include-

1. Tell me about yourself
2. Why should we hire you?
3. What are your strengths/ weaknesses?
4. Why do you want to work with us?
5. Where do you see yourself in five years?

1. Tell Me About Yourself

This is one of the first HR interview questions for freshers that the interviewer asks. This question aims to understand some background about you and your dreams and contextualize it with the company values.

Answer:

First of all, I would like to thank you and _ (company) for giving me this opportunity to present myself in front of you and accept my candidature.

Coming to myself, As you know my name is , **which means** _ . I have humble beginnings from (town/city) and grew up understanding the importance of working hard. My father was a _ and always taught me different lessons about the true nature of goodwill and hard work.

I began showing interest in (sales/marketing/etc) during my school years.

Studying opened my world to the immense possibilities in this field, and I



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immediately got excited to finish my schooling and enter this work.

Apart from this, I have a special interest in _ (hobby) and have successfully participated in various competitions where I have shown my talent. My interest in sports manifested in me playing _ (football/cricket) throughout my childhood and am an avid supporter of (sports team).

2. Why Should We Hire You?

This is another one of the many HR interview questions for freshers that most people fumble at. However, it is extremely easy to understand the answer to such types of hr interview questions for freshers. They aim to understand how you would fit into the company, so talking about its ethos and values is a good start.

Apart from this, many freshers think that because they have no work experience, no company will be willing to hire them. However, being fresher is a strength you have. You are like a blank canvas ready to start your masterpiece. So, you should sell yourself like that.

Answer:

Sir/ Ma'am, as you must have figured from my resumé that I am a fresher in this line of work. However, I believe this puts me at an advantage as I will bring to your company the urge and the dedication to learn new things and put them to use. I may not possess the practical knowledge in this field.

However, throughout college, I persisted in learning in-depth about the topics and developed a deep theoretical understanding of important topics used in this field.

3. WHAT ARE YOUR STRENGTHS AND WEAKNESSES?

This is one of the types of HR interview questions for freshers that is bound to come in every company you face an interview with. One of the most liked questions by interviewers allows them to understand how you rate yourself. More importantly, here they judge if you are aware of what you are good at and anything you know you can improve yourself.

However, a smart thing that many interviewees do is to appear more appealing and try to showcase their weaknesses as positives. It is also essential to mention that you recognize your weaknesses and actively work to overcome them. Let's take a look-

What are Your Strengths?

1. I am a good communicator who has helped me take on leadership roles in my college.
2. I am a keen observer acutely aware of people's problems and their strengths.
3. I flourish when I work with a team that is given a particular task to be done within a specified period.
4. I am a quick learner and go out of my way to ask questions to better my



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understanding.

5. I always try to positively influence people and spread joy around me.

What are Your Weaknesses?

1. I am a perfectionist and am obsessed with attention to detail. This sometimes derails me off the project as I begin to address small issues within the projects minutely.
2. To grow fast in my career, I take on more responsibilities than I can handle.
3. I thrive on feedback on my performance. If I don't receive them, I sometimes miss my mark and get drifted in the way I've been working.

4. WHY DO YOU WANT TO WORK HERE?

The purpose of such questions is to quiz you on whether you have done some homework or background research on the company. Here, the interviewer expects you to explain why you think you would be a valuable addition to the company.

Here, you don't always have to only talk about good things about the company. Big firms are always open to criticism about their functioning and admire the people who provide them with new directions. So, if you have some faults that you have found with the company's workings, you can politely mention them.

Answer:

I have always looked upon your company as the pinnacle of innovation. Your recent strides in the market have proved to be a major success, and I can't think of any other company where I could develop my initial skills, which will help me in the long run.

Read Detailed Answer: [Why Do You Want to Work Here](#)

5. WHAT ARE YOUR GOALS AND ASPIRATIONS IN LIFE?

One question always pops up in the list of HR interview questions for freshers. Companies always try and understand the long-term goals of every interviewee. It gives them an understanding of whether you are a valuable addition to the company and can work long.

Answer:

Currently, my short-term goal is to nail this interview and get placed in a reputed company like yours, and my long-term goals are to climb up the ladder and see myself as a respectable executive within the company.



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6. DO YOU THINK YOU ARE OVERQUALIFIED FOR THIS POSITION?

Sometimes, during an HR interview, questions for freshers become challenging. This is a commonly asked interview question that interviewers use as an example to test the humbleness of an interviewee. Here, they ask you to think about what you would rate your skills. While some people think it's better to say no, you can try providing a positive response.

Answer:

Yes, I do believe I am overqualified. However, I always think that there is always something to learn everywhere. And I see a lot of exposure that I can gain for my development with your organization. So, I do not mind taking a low job to learn more.

7. WHAT MOTIVATED YOU TO DO YOUR JOB WELL?

These types of HR interview questions for fresher's hinder the area of your motivation. The interviewer asks you this question to find out what will drive you once you join the company to do good work for them.

Answer:

I am always motivated to do a task to the best abilities. My father had told me at a young age that whenever you do a task with your name attached to it, you must do it with 200% of your dedication because it might continue to live longer than you. You must do it to your best abilities for it to be memorable.

8. WHO IS YOUR INSPIRATION?

This is one of the HR interview questions for freshers where almost everyone gives the name of some celebrity or life coach that has helped millions of people do good work. Or they might use the name of the company CEO to impress the interviewers.

However, your answer should be unique and guaranteed to impress your interviewers.

Answer:

While there are countless individuals that I have met in my life who can be a source of inspiration for me- from my teachers to my parents however the biggest inspiration I get is from myself. You see, I try to picture myself in 10 years and create an image of my life there and work tirelessly to reach that image. However, I have already constructed another image for myself as I reach that image, which is ten years away.



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So, I always try to achieve higher than what I have made for myself and that picture of me in 10 years keeps me motivated.

Related Article: [How to Write Career Objective in Your Resume as a Fresher](#)

9. DEFINE SUCCESS

While most people understand this as an activity of the interviewer to test your language skills, HR interview questions for fresher's are asked to understand the individual's definition of success.

Answer:

Success for me is a journey that is full of obstacles. These obstacles come in the form of learning's which I turn into springboards during my run to the finish line. But I believe that if today is better than yesterday, I have succeeded in my work and life.

10. WHAT WAS THE TOUGHEST DECISION YOU'VE HAD TO MAKE?

These types of HR interview questions for fresher's aim to judge your decision-making skills. So you can use this question as a platform to share some of the tough decisions you have had to make in your personal life- be it home, friends, love life, work-life, etc. However, if you have none, you can use this answer too.

Answer:

Tough is for the weak. I always calculate my decisions by making a cost-benefit analysis of the available options. Putting the benefit to the cost of the decision helps me greatly in breaking down the toughness of the decision and allows me to weigh the pros and cons easily.

11. DO YOU HAVE A PROBLEM IF WE RELOCATE YOU?

These HR interview questions for fresher's test the comfortability of the many changes that the company will bring to your life. The biggest is that it might ask you to move from your hometown to a completely different city in a different part of the country.

Answer:

I've always had an urge to travel the world since my childhood. So, I don't think relocation will be a major problem. It will be an adventure that I will look forward to. Though I will miss my family and friends back in my hometown, the internet world has made it easy to stay connected from any part of the country.



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12. WOULD YOU BE WILLING TO WORK OVERTIME DURING NIGHTS AND SOMETIMES ON WEEKENDS?

HR questions for fresher's are mostly filled with questions that seek the length to which you would go to complete tasks for the company. Here is a good time to reaffirm your commitment to your goals and make them believe that you will work your best.

Answer:

Like I have said, I always complete all the tasks assigned to me with due diligence. And if those tasks sometimes need me to come in on the weekend, I will not hesitate as my priority is always good quality work.

TIPS FOR HR INTERVIEW:

- 01 Research the company and Study the job description well
- 02 Learn how to answer behavioral interview questions
- 03 Learn to use the S.T.A.R method
- 04 Plan questions to ask your interviewer
- 05 Always remember to follow-up



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1. **Research the Company:**

- Familiarize yourself with the company's values, mission, and culture.
- Understand the industry and any recent news or developments related to the organization.

2. **Understand the Role:**

- Review the job description and requirements thoroughly.
- Be prepared to discuss how your skills and experience align with the position.

3. **Know Your Resume:**

- Be ready to discuss your work history, experiences, and any gaps in your employment.
- Highlight specific achievements and contributions in your previous roles.

4. **Behavioural Questions:**

- Anticipate behavioural questions that explore your past actions and experiences.
- Use the STAR method (Situation, Task, Action, Result) to structure your responses.

5. **Strengths and Weaknesses:**

- Identify your strengths and be prepared to provide examples.
- When discussing weaknesses, focus on areas of improvement and how you're working on them.

6. **Why You? Why This Job?**

- Be ready to explain why you are the right fit for the position.
- Convey your enthusiasm for the role and how it aligns with your career goals.

7. **Ask Questions:**

- Prepare thoughtful questions about the company culture, team dynamics, or expectations for the role.
- This demonstrates your interest in the company and the position.



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8. Professionalism:

- Dress appropriately for the interview.
- Maintain good posture, eye contact, and a confident handshake (if in-person).

9. Be Punctual:

- Arrive on time for in-person interviews or log in promptly for virtual interviews.
- Punctuality reflects your commitment and respect for the interviewer's time.

10. Follow-Up:

- Send a thank-you email expressing your gratitude for the interview.
- Reiterate your interest in the position and briefly mention why you believe you're a good fit.

POTENTIAL INTERVIEW QUESTIONS:

Here's a list of potential interview questions that you might encounter. Remember to tailor your responses to your unique experiences and the specific job you're applying for:

1. **Tell me about yourself.**
2. **What interests you about this position and our company?**
3. **What are your strengths and weaknesses?**
4. **Can you describe a challenging situation you faced at work and how you handled it?**
5. **How do you handle stress and pressure?**
6. **Describe a time when you had to work on a team project.**
7. **What accomplishment are you most proud of in your career so far?**
8. **How do you prioritize and manage your time?**
9. **What do you know about our company?**
10. **Where do you see yourself in five years?**
11. **Why should we hire you for this position?**
12. **Tell me about a time when you had to deal with a difficult coworker or supervisor.**



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13. How do you stay updated on industry trends and developments?
14. Describe your approach to problem-solving.
15. What motivates you to succeed in your career?
16. How do you handle constructive criticism?
17. Tell me about a time when you had to meet a tight deadline.
18. What is your preferred work style?
19. Can you provide an example of a situation where you had to adapt to change?
20. How do you stay organized and ensure nothing falls through the cracks in your work?
21. What skills do you possess that make you a good fit for this role?
22. Describe a situation where you had to demonstrate leadership skills.
23. How do you handle feedback from colleagues or superiors?
24. What do you think is the most significant challenge facing our industry today?
25. Give an example of a time when you had to learn a new skill quickly.

Remember to use the **STAR method** (Situation, Task, Action, Result) when answering behavioural questions, and try to incorporate specific examples from your past experiences to make your responses more compelling and memorable. Additionally, be prepared for technical questions if the role requires specific skills or knowledge.

SOME OF THE ANSWERS OF THESE QUESTIONS:

1. Tell me about yourself.

- **Answer:** "I have a background in [your field], with [X] years of experience. I am passionate about [specific aspect of your field] and have a proven track record in [mention a relevant achievement or skill]. In my previous role at [previous company], I [briefly describe your responsibilities and accomplishments]."



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2. What interests you about this position and our company?

- **Answer:** "I am drawn to this position because it aligns perfectly with my skills in [mention relevant skills], and I am excited about the opportunity to contribute to [specific project or goal mentioned in the job description]. Your company, known for [mention a positive aspect of the company], has a reputation for [mention another positive aspect], which strongly resonates with my professional values."

3. What are your strengths and weaknesses?

- **Answer (Strengths):** "One of my key strengths is my ability to [mention a strength relevant to the job], as demonstrated in my previous role where I [provide a specific example]."
- **Answer (Weaknesses):** "I have worked on improving my [mention a weakness], and I've made significant progress by [mention steps taken to overcome or improve]."

4. Can you describe a challenging situation you faced at work and how you handled it?

- **Answer:** "In my previous role, we faced a [describe the challenging situation]. I took the initiative to [describe your actions], and as a result, we were able to [mention the positive outcome]. This experience taught me the importance of [mention a key lesson learned]."

5. How do you handle stress and pressure?

- **Answer:** "I thrive under pressure and have learned to stay organized and prioritize tasks effectively. In a high-pressure situation at my previous job, I [describe a specific example] and successfully delivered [mention the positive outcome]. I also make sure to take short breaks to recharge and maintain a positive mindset."

6. Describe a time when you had to work on a team project.

- **Answer:** "In my previous role, I collaborated on a team project where we had to [describe the project and your role]. I effectively communicated with team members, delegated tasks based on strengths, and ensured everyone's input was considered. As a result, we completed the project ahead of schedule and received positive feedback from our supervisor."

7. What accomplishment are you most proud of in your career so far?



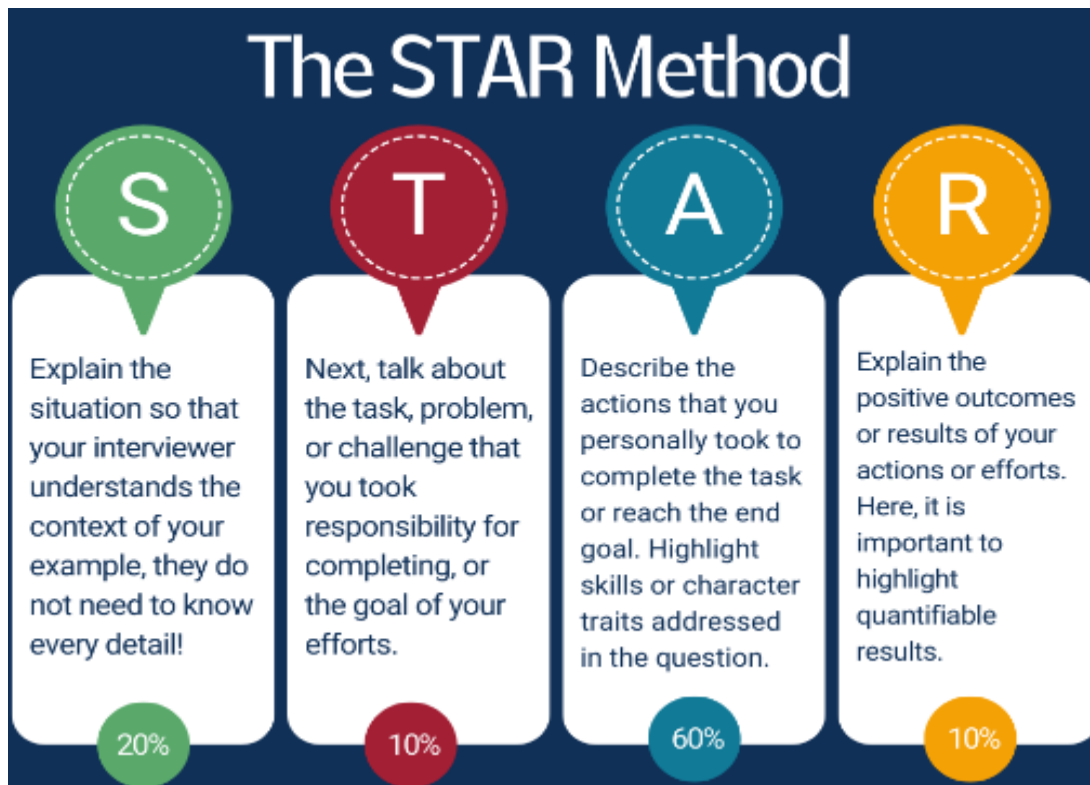
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- **Answer:** "One of my proudest accomplishments is [describe the accomplishment], where I [explain your role and the impact of your contribution]. This experience highlighted my ability to [mention a key skill] and reinforced my dedication to achieving excellence in my work."

8. Where do you see yourself in five years?

- **Answer:** "In five years, I envision myself [describe your career goals] and contributing significantly to [mention the industry or field]. I am eager to take on additional responsibilities and challenges, and I believe that the skills and experience I gain in this role will position me well to achieve those goals."

STAR METHOD:



The STAR method is a structured approach to answering behavioral interview questions. It stands for Situation, Task, Action, and Result. Let's define each component with simple examples:



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1. Situation:

- **Definition:** Describe the context or scenario where you faced a challenge or had to accomplish a task.
- **Example:** "During my internship, we faced a sudden increase in project workload."

2. Task:

- **Definition:** Outline the specific task or goal you needed to achieve in that situation.
- **Example:** "My task was to organize and prioritize the incoming projects to ensure timely completion."

3. Action:

- **Definition:** Detail the actions you took to address the situation and accomplish the task.
- **Example:** "I created a project management spreadsheet, delegated tasks to team members based on their strengths, and set up regular check-ins to monitor progress."

4. Result:

- **Definition:** Discuss the outcomes of your actions and the overall impact of the situation.
- **Example:** "As a result of our organized approach, we not only met all project deadlines but also improved overall team efficiency and collaboration."

How Does The STAR Method Work WITH EXAMPLE?

Behavioural Question: "Can you give me an example of a time when you had to meet a tight deadline?"

STAR Method:

1. Situation:

- **Example:** "In my previous role, we had a project with a tight deadline to submit a report to a client."



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2. Task:

- **Example:** "My task was to compile and analyze data, create a comprehensive report, and submit it within a week."

3. Action:

- **Example:** "To meet the deadline, I organized a schedule, prioritized tasks, and delegated responsibilities among team members. I also communicated the urgency and importance of the deadline to ensure everyone was on the same page. We worked collaboratively, and I monitored progress closely to address any challenges promptly."

4. Result:

- **Example:** "As a result of our collective efforts and effective time management, we not only met the deadline but also produced a high-quality report. The client was impressed with our timely delivery, and it strengthened our team's ability to handle challenging projects."

In this very simple example:

- **Situation:** The context of having to meet a tight deadline.
- **Task:** The specific responsibilities and goals related to the deadline.
- **Action:** The steps taken to address the task and meet the deadline.
- **Result:** The positive outcomes of meeting the deadline and the impact on the team's performance.

Using the STAR method helps structure the response, making it clear and concise while highlighting key aspects of the experience.

MOCK INTERVIEWS ACTIVITIES:

Mock interviews for students are designed to simulate real-world interview scenarios, allowing students to practice and refine their interviewing skills. Here are some mock interview activities tailored for students:

1. Resume Review and Self-Presentation:

- Start with a review of the student's resume. Ask questions about their education, experiences, and achievements. This helps them practice presenting themselves effectively.



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2. Common Interview Questions:

- Ask common interview questions such as "Tell me about yourself," "What are your strengths and weaknesses?" and "Why should we hire you?" This helps students prepare concise and compelling responses.

3. Behavioral Questions:

- Include behavioral questions that require students to share examples of their past experiences. Use the STAR method (Situation, Task, Action, Result) to structure their responses.

4. Industry-Specific Questions:

- Tailor questions to the specific industry or field the student is interested in. This ensures they are prepared for questions related to their chosen career path.

5. Group Mock Interviews:

- Conduct mock interviews in groups where students take turns being the interviewee. This allows them to observe and learn from their peers.

6. Panel Interview Simulation:

- Simulate a panel interview scenario, where multiple interviewers ask questions. This helps students practice maintaining composure and addressing diverse perspectives.

7. Virtual Interview Practice:

- Given the prevalence of virtual interviews, conduct practice sessions using video conferencing tools. This helps students become comfortable with the technology and etiquette.

8. Stress Interview Scenarios:

- Introduce stress factors, such as time pressure or unexpected questions, to help students practice managing stress and thinking on their feet.

9. Industry Professional Involvement:

- Invite professionals from the students' desired industries to act as interviewers. This adds authenticity to the experience and provides valuable insights.



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10. Feedback and Debriefing:

- Provide constructive feedback after each mock interview. Discuss strengths, areas for improvement, and strategies for enhancing performance.



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MCQ

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1. What is the purpose of a job interview?

- A. To socialize with the employer
- B. To negotiate salary
- C. To assess the candidate's suitability for the job
- D. To test the candidate's general knowledge

Answer: C

2. Which of the following is NOT a common type of interview?

- A. Behavioral interview
- B. Panel interview
- C. Group interview
- D. Physical fitness interview

Answer: D

3. What does the term "STAR" represent in the context of interviews?

- A. A popular interview attire
- B. A method for answering behavioral questions (Situation, Task, Action, Result)
- C. A type of interview question
- D. A famous interview technique

Answer: B

4. Which of the following is an inappropriate question during an interview?

- A. "Tell me about your previous work experience."
- B. "Are you planning to have children soon?"
- C. "What are your strengths and weaknesses?"
- D. "How do you handle stress?"

Answer: B

5. What is a panel interview?

- A. An interview conducted in a small room
- B. An interview with multiple interviewers
- C. An interview in a public place
- D. An interview via video conference

Answer: B

6. Which of the following is a common closing question in an interview?

- A. "What is your biggest weakness?"
- B. "Tell me about a time when you faced a challenge."
- C. "Do you have any questions for us?"
- D. "Describe your ideal work environment."

Answer: C

7. What is the primary purpose of a behavioral interview?

- A. To assess technical skills



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- B. To evaluate problem-solving abilities
- C. To understand past behavior as an indicator of future performance
- D. To discuss hypothetical scenarios

Answer: C

8. What does "CV" stand for in the context of job applications?

- A. Central Verification
- B. Curriculum Vitae
- C. Career Vision
- D. Certified Validation

Answer: B

9. In an interview, what does the term "body language" refer to?

- A. A formal way of speaking
- B. The way a candidate presents their resume
- C. Non-verbal communication through gestures, posture, and facial expressions
- D. The candidate's level of physical fitness

Answer: C

10. What is the purpose of a behavioral interview?

- A. Assess technical skills
- B. Evaluate problem-solving abilities
- C. Understand past behavior as an indicator of future performance
- D. Discuss hypothetical scenarios

Answer: C

11. In an interview, what is the STAR method used for?

- A. Evaluating professional attire
- B. Answering behavioral questions (Situation, Task, Action, Result)
- C. Assessing technical skills
- D. Conducting panel interviews

Answer: B

12. What does the term "HR" stand for in the context of job interviews?

- A. Human Relationships
- B. Human Resources
- C. High Responsibility
- D. Hiring Requirements

Answer: B

13. How can you effectively demonstrate your interest in a company during an interview?

- A. By talking about your personal life
- B. By focusing solely on your qualifications
- C. By asking insightful questions about the company and its values
- D. By avoiding eye contact

Answer: C

14. What is the purpose of open-ended questions in an interview?

- A. To gather specific information
- B. To prompt detailed responses and encourage discussion
- C. To test the candidate's general knowledge



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- D. To make the interview process shorter

Answer: B

15. Which of the following is an appropriate way to handle a difficult question during an interview?

- A. Dodge the question and change the topic
- B. Respond with a rehearsed answer
- C. Be honest and tactfully address the question
- D. Provide a vague response to avoid giving away too much information

Answer: C

16. What does the term "Dress for Success" mean in the context of job interviews?

- A. Wearing expensive designer clothing
- B. Dressing in a way that aligns with the company's dress code
- C. Wearing casual attire to appear approachable
- D. Not paying attention to attire as it doesn't impact the interview

Answer: B

17. How can a candidate effectively prepare for a competency-based interview?

- A. Memorize answers to common questions
- B. Focus on technical skills only
- C. Review past experiences and prepare examples using the STAR method
- D. Avoid discussing personal achievements

Answer: C

18. What is the purpose of a case interview?

- A. To discuss hypothetical scenarios
- B. To evaluate problem-solving and analytical skills
- C. To test technical knowledge only
- D. To assess the candidate's sense of humor

Answer: B

19. What does the term "Networking" mean in the context of job searching?

- A. Connecting computer systems in an office
- B. Building professional relationships and connections
- C. Using social media to share personal updates
- D. Attending parties for job opportunities

Answer: B

20. What is the appropriate way to answer the question, "Where do you see yourself in five years?"

- A. Express uncertainty about the future
- B. Provide a detailed life plan
- C. Focus on your professional goals and how they align with the company
- D. Avoid answering the question

Answer: C

21. Which of the following is NOT a common mistake during a job interview?

- A. Speaking too quickly
- B. Fidgeting excessively
- C. Maintaining eye contact
- D. Interrupting the interviewer



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Answer: D

22. What is the primary purpose of a group interview?

- A. To interview multiple candidates simultaneously
- B. To assess a candidate's ability to work in a team
- C. To save time by conducting a single interview for multiple positions
- D. To conduct interviews in a public place

Answer: B

23. How should you handle a question about your strengths?

- A. Provide a long list of unrelated strengths
- B. Focus on one strength only
- C. Match strengths to the requirements of the job
- D. Avoid discussing strengths altogether

Answer: C

24. What is the significance of researching the interviewer before an interview?

- A. To find personal information for small talk
- B. To gather information on the company's competitors
- C. To tailor your responses based on the interviewer's preferences
- D. To understand the interviewer's professional background

Answer: D

25. How can a candidate effectively demonstrate enthusiasm for the job during an interview?

- A. Expressing disinterest in the company culture
- B. Using a monotone voice
- C. Demonstrating knowledge about the company and expressing genuine interest
- D. Avoiding eye contact

Answer: C

26. What does the term "Transferable Skills" mean in the context of job interviews?

- A. Skills that are only applicable to a specific industry
- B. Skills that can be applied across different jobs and industries
- C. Skills that cannot be learned or developed
- D. Skills that are no longer relevant in the job market

Answer: B

27. In an interview, what is the purpose of asking situational questions?

- A. To discuss hypothetical scenarios
- B. To evaluate how candidates handle real-life situations
- C. To test the candidate's knowledge of current events
- D. To assess the candidate's technical skills only

Answer: B

28. How can a candidate effectively close an interview?

- A. By abruptly ending the conversation
- B. By expressing disinterest in the position
- C. By reiterating interest in the position, thanking the interviewer, and asking about the next steps
- D. By avoiding eye contact during the closing remarks



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Answer: C

29. What is the primary purpose of a thank-you email after an interview?

- A. To express gratitude for the interview
- B. To reiterate your interest in the position
- C. To highlight key points discussed during the interview
- D. All of the above

Answer: D

30. How can a candidate effectively handle a behavioral question during an interview?

- A. Provide a generic answer without specific examples
- B. Share a personal story unrelated to work
- C. Use the STAR method to structure the response
- D. Avoid answering behavioral questions altogether

Answer: C

31. What does the term "Cultural Fit" mean in the context of job interviews?

- A. Assessing candidates based on their ethnicity
- B. Evaluating how well a candidate aligns with the company's values and work culture
- C. Checking language proficiency
- D. Assessing the candidate's fashion sense

Answer: B

32. What is a structured interview?

- A. An interview with a predetermined set of questions
- B. An informal conversation
- C. An interview with no specific format
- D. An interview with only technical questions

Answer: A

33. Which type of interview assesses a candidate's ability to handle stress and pressure?

- A. Panel Interview
- B. Stress Interview
- C. Behavioral Interview
- D. Group Interview

Answer: B

34. What is the purpose of a phone interview?

- A. To assess technical skills
- B. To evaluate communication skills
- C. To observe body language
- D. To conduct group discussions

Answer: B

35. In a case interview, what is typically discussed?

- A. Personal achievements
- B. Behavioral questions
- C. Problem-solving scenarios
- D. General knowledge

Answer: C



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36. Which interview format involves multiple interviewers questioning a candidate?

- A. One-on-One Interview
- B. Group Interview
- C. Panel Interview
- D. Behavioral Interview

Answer: C

37. What is the primary focus of a situational interview?

- A. Past experiences
- B. Future goals
- C. Hypothetical scenarios
- D. Technical skills

Answer: C

38. Which interview type emphasizes a candidate's ability to work in a team?

- A. Panel Interview
- B. Group Interview
- C. Behavioral Interview
- D. Phone Interview

Answer: B

39. What does a competency-based interview assess?

- A. Academic qualifications
- B. Soft skills and abilities
- C. Technical skills
- D. Work experience

Answer: B

40. Which interview assesses a candidate's ability to adapt to different situations?

- A. Behavioral Interview
- B. Stress Interview
- C. Group Interview
- D. Situational Interview

Answer: D

41. What is the main purpose of a video interview?

- A. To evaluate technical skills
- B. To assess non-verbal communication
- C. To conduct group discussions
- D. To discuss salary negotiations

Answer: B

42. In a technical interview, what is typically evaluated?

- A. Communication skills
- B. Problem-solving and coding abilities
- C. Teamwork
- D. Leadership skills

Answer: B

43. What is a stress interview designed to do?

- A. Assess a candidate's technical skills



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- B. Evaluate how a candidate handles pressure
- C. Focus on past experiences
- D. Assess communication skills

Answer: B

44. Which interview type explores a candidate's responses to specific situations in the past?

- A. Situational Interview
- B. Behavioral Interview
- C. Group Interview
- D. Panel Interview

Answer: B

45. What is the primary objective of a panel interview?

- A. Evaluate technical skills
- B. Assess communication and interpersonal skills
- C. Focus on hypothetical scenarios
- D. Conduct a group discussion

Answer: B

46. What does a case interview typically involve?

- A. Discussing past experiences
- B. Solving real business problems
- C. Answering general knowledge questions
- D. Conducting group activities

Answer: B

47. Which interview format is commonly used for executive-level positions?

- A. Panel Interview
- B. One-on-One Interview
- C. Group Interview
- D. Behavioral Interview

Answer: A

48. What is the focus of a job simulation interview?

- A. Problem-solving abilities
- B. Past experiences
- C. Technical skills
- D. Future goals

Answer: A

49. In a group interview, what is often assessed?

- A. Individual problem-solving skills
- B. Teamwork and collaboration
- C. Technical knowledge
- D. Communication skills

Answer: B

50. What is the primary goal of a screening interview?

- A. Evaluate technical skills
- B. Assess cultural fit
- C. Discuss salary negotiations
- D. Conduct reference checks



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Answer: B

51. Which interview type is most effective for assessing a candidate's personality traits?

- A. Behavioral Interview
- B. Stress Interview
- C. Panel Interview
- D. Personality Interview

Answer: A

52. What is the purpose of a lunch interview?

- A. Assessing technical skills
- B. Evaluating interpersonal skills
- C. Conducting a formal discussion
- D. Discussing job responsibilities

Answer: B

53. Which interview format focuses on the candidate's ability to solve problems in real-time?

- A. Case Interview
- B. Behavioral Interview
- C. Group Interview
- D. Phone Interview

Answer: A

54. What is the primary focus of a technical interview?

- A. Communication skills
- B. Problem-solving and coding abilities
- C. Teamwork
- D. Leadership skills

Answer: B

55. What is the purpose of a second-round interview?

- A. Initial screening
- B. In-depth assessment
- C. Salary negotiations
- D. Reference checks

Answer: B

56. Which interview type involves the candidate meeting with different interviewers in succession?

- A. Panel Interview
- B. Group Interview
- C. Sequential Interview
- D. Behavioral Interview

Answer: C

57. What is the primary focus of a technical skills interview?

- A. Problem-solving abilities
- B. Communication skills
- C. Teamwork
- D. Past experiences

Answer: A



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58. What is the purpose of a behavioral interview?

- A. Assess technical skills
- B. Evaluate problem-solving abilities
- C. Explore past behavior and experiences
- D. Conduct a group discussion

Answer: C

59. Which interview type assesses a candidate's response to hypothetical situations?

- A. Situational Interview
- B. Behavioral Interview
- C. Group Interview
- D. Panel Interview

Answer: A

60. What is the focus of a competency-based interview?

- A. Technical knowledge
- B. Soft skills and abilities
- C. Problem-solving skills
- D. Communication skills

Answer: B

61. In a video interview, what is crucial for success?

- A. Strong technical skills
- B. Clear communication and eye contact
- C. Extensive work experience
- D. Problem-solving abilities

Answer: B

61. What is the first step in interview preparation?

- A. Researching the company
- B. Choosing an outfit
- C. Practicing common interview questions
- D. Creating a resume

Answer: A

62. What is the purpose of researching a company before an interview?

- A. To impress the interviewer with knowledge
- B. To find out the interviewer's personal details
- C. To memorize the company history
- D. To gather information for small talk

Answer: A

63. Why is it important to understand the job description before an interview?

- A. To memorize it for the interview
- B. To tailor responses to the specific role
- C. To challenge the interviewer
- D. To critique the job requirements

Answer: B

64. What is the significance of practicing common interview questions?

- A. To memorize scripted answers
- B. To sound rehearsed



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- C. To build confidence and articulate responses
- D. To avoid answering questions during the interview

Answer: C

65. How should you prepare for behavioral questions?

- A. Memorize scripted answers
- B. Focus on hypothetical situations
- C. Reflect on past experiences and achievements
- D. Ignore them as they are not important

Answer: C

66. What is the purpose of a mock interview?

- A. To create stress for the interviewee
- B. To evaluate past job performance
- C. To practice and receive feedback
- D. To memorize interview questions

Answer: C

67. Why is it crucial to have questions for the interviewer?

- A. To challenge the interviewer
- B. To show off your knowledge
- C. To gather information and express interest
- D. To fill the time during the interview

Answer: C

68. How should you approach discussing salary during an interview?

- A. Avoid the topic until offered the job
- B. Discuss it openly and negotiate if needed
- C. Provide a fixed number
- D. Decline to discuss salary

Answer: B

69. What does dressing professionally for an interview demonstrate?

- A. A lack of personal style
- B. Respect for the interviewer and the company
- C. A desire to conform
- D. The ability to follow trends

Answer: B

70. How can you use the STAR method in interviews?

- A. To demonstrate your sense of humor
- B. To structure responses to behavioral questions
- C. To challenge the interviewer
- D. To avoid answering questions

Answer: B

71. What is the significance of sending a thank-you email after an interview?

- A. To ask for feedback
- B. To follow up on salary negotiations
- C. To express gratitude and reiterate interest
- D. To criticize the interview process

Answer: C

72. How can you handle nerves before an interview?



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- A. Avoid preparation to reduce stress
- B. Take deep breaths and practice mindfulness
- C. Consume large amounts of caffeine
- D. Skip breakfast on the day of the interview

Answer: B

73. Why is it important to bring multiple copies of your resume to an interview?

- A. To show off your achievements
- B. To give to every person you meet
- C. To avoid questions about your qualifications
- D. To use as a prop during the interview

Answer: B

74. How can you handle the "Tell me about yourself" question effectively?

- A. Provide a detailed personal history
- B. Focus on hobbies and interests
- C. Summarize professional achievements and goals
- D. Decline to answer

Answer: C

75. What is the purpose of a portfolio in an interview?

- A. To showcase your artistic skills
- B. To distract the interviewer
- C. To provide evidence of your work and accomplishments
- D. To hide nervousness

Answer: C

76. What role does body language play in an interview?

- A. It has no impact on the interview outcome
- B. It can enhance or detract from your message
- C. It is only relevant for certain job types
- D. It is essential only for virtual interviews

Answer: B

77. How can you address gaps in your employment history during an interview?

- A. Avoid the topic
- B. Provide a truthful explanation with a positive spin
- C. Invent fictional job experiences
- D. Blame the previous employer

Answer: B

78. What is the purpose of preparing for common interview questions in advance?

- A. To sound rehearsed
- B. To impress the interviewer
- C. To build confidence and articulate responses
- D. To avoid answering questions during the interview

Answer: C

79. Why is it important to turn off your phone during an interview?

- A. To avoid distractions
- B. To ignore the interviewer
- C. To prevent the interviewer from calling you



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- D. To conserve battery life

Answer: A

80. What is the role of LinkedIn in interview preparation?

- A. To connect with the interviewer before the interview
- B. To research the company and interviewer
- C. To endorse your own skills
- D. To post updates during the interview

Answer: B

81. How can you handle the "What are your weaknesses?" question?

- A. Pretend you have no weaknesses
- B. Provide a weakness unrelated to the job
- C. Share a genuine weakness and discuss steps for improvement
- D. Refuse to answer

Answer: C

82. What is the purpose of a thank-you letter after an interview?

- A. To apologize for any mistakes during the interview
- B. To express gratitude and reiterate interest
- C. To decline the job offer
- D. To request a higher salary

Answer: B

83. Why is it essential to arrive early for an interview?

- A. To waste time in the waiting area
- B. To show you have nothing better to do
- C. To avoid being punctual
- D. To demonstrate professionalism and allow for unexpected delays

Answer: D

84. What is the role of networking in interview preparation?

- A. To boast about your achievements
- B. To gather information and insights about the company
- C. To criticize the interviewer
- D. To ask for job referrals

Answer: B

85. How can you research the company culture before an interview?

- A. By only focusing on the company's financial status
- B. By reading online reviews and employee testimonials
- C. By ignoring employee experiences
- D. By memorizing the company mission statement

Answer: B

86. What is the importance of practicing non-verbal communication?

- A. To confuse the interviewer
- B. To make a lasting impression
- C. To avoid making eye contact
- D. To minimize body movement

Answer: B

87. How can you tailor your responses to the company's values?

- A. By emphasizing irrelevant experiences



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- B. By pretending to share the same values
- C. By aligning your achievements with the company's values
- D. By avoiding any mention of values

Answer: C

88. Why is it important to have a firm handshake during an interview?

- A. To overpower the interviewer
- B. To avoid physical contact
- C. To demonstrate confidence and professionalism
- D. To hide nervousness

Answer: C

89. How can you handle illegal or inappropriate questions during an interview?

- A. Answer them truthfully
- B. Report the interviewer to the authorities
- C. Politely decline to answer or redirect the conversation
- D. Make a scene and leave the interview

Answer: C

90. Why is it important to practice virtual interviews?

- A. To avoid technology
- B. To simulate in-person experiences
- C. To experience technical difficulties
- D. To familiarize yourself with the virtual interview format

Answer: D

91. How can you showcase your enthusiasm for the position during an interview?

- A. By expressing disinterest
- B. By avoiding eye contact
- C. By discussing unrelated topics
- D. By expressing genuine interest and passion for the role

Answer: D

92. What is the role of a portfolio in an interview?

- A. To showcase your artistic skills
- B. To distract the interviewer
- C. To provide evidence of your work and accomplishments
- D. To hide nervousness

Answer: C

93. How can you handle the "Tell me about a challenge you faced" question?

- A. Avoid discussing challenges
- B. Share a hypothetical situation
- C. Describe a specific challenge, your actions, and the results
- D. Blame others for challenges

Answer: C

94. What should you do if you don't know the answer to an interview question?

- A. Make up an answer
- B. Pretend you didn't hear the question
- C. Be honest about not knowing but express your willingness to learn
- D. Criticize the question



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Answer: C

95. How can you demonstrate your interest in continuous learning during an interview?

- A. Claim you already know everything
- B. Discuss your extensive knowledge
- C. Mention specific instances of self-improvement and learning
- D. Disregard the importance of learning

Answer: C

96. How can you prepare for a second-round interview differently from the first round?

- A. Assume the second round will be easier
- B. Review the company website again
- C. Research new developments and prepare for more in-depth questions
- D. Avoid preparing altogether

Answer: C

97. Why is it important to follow up after an interview?

- A. To criticize the interview process
- B. To express gratitude and reiterate interest
- C. To avoid the interviewer
- D. To ask for a higher salary

Answer: B

98. How can you demonstrate adaptability during an interview?

- A. Refuse to answer hypothetical questions
- B. Discuss how you resist change
- C. Share examples of how you've successfully adapted to change in the past
- D. Criticize the company's policies

Answer: C

99. How can you effectively use positive body language during an interview?

- A. Slouch in your chair
- B. Maintain eye contact and sit up straight
- C. Avoid smiling
- D. Fidget nervously

Answer: B

100. What is the role of a networking event in interview preparation?

- A. To promote your personal brand
- B. To avoid meeting industry professionals
- C. To criticize competitors
- D. To gather information and make meaningful connections

Answer: A