



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

("ವಿ ಟಿ ಯು ಅಧಿನಿಯಮ ೧೯೯೪" ರ ಅಡಿಯಲ್ಲಿ, ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)



Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

Centralized Placement Cell(CPC)

Regional Office, RHCS Layout, Annapurneshwari Nagar, Bangalore-560091

Director - Email: placement@vtu.ac.in

HR Interview Tips for Students

The interview is the last step for hiring and probably the most important. Interviews are conducted to assess a candidate's suitability for an organization and the hiring role. An interview is a two way process where an employer gets to know the prospective (to be hired) employee and an employee gains insight of the organizational and the role being offered to him/her.

What qualities does an interviewer observe?

- Attitude:** The most important factor that determines who gets hired and who doesn't is NOT who is best qualified, who has the most experience or skills, or who has the best resume. It is the attitude! Show positive attitude and your excitement for the job. Do not show arrogance even if you are a college topper.
- Communication Skills:** Regardless of how much of knowledge you possess, unless you know how to express yourself clearly, the interview may not turn out to be in your favor. Powerful communication skills have the ability to compensate for short coming in other areas. Conversation with the interviewer must reflect enthusiasm, awareness and attitude.
- Confidence:** Approaching an interview with confidence is one of the keys of a winning strategy. Confidence is great; overconfidence is a strict no-no.
- Body Language:** Good body language is an indicator on good non-verbal communication. Walk into the room with a confident smile and introduce yourself to everyone present with a firm handshake. Do not yawn, bite your nails, shake your limbs, look around, look down etc. Maintain a good posture, do not slouch, maintain eye contact, and nod your head when being talked to.
- Leadership Skills:** A leader always motivates. A leader directs his team towards success. When you attend an interview, make sure your interviewer knows that you are ready to take initiatives and help the members of your team. Learnability is another sign of a good leader.
- Emotional Maturity:** A candidates must be calm and composed during an interview. Sometimes, the interviewer, on purpose may provoke you by asking some unexpected questions. Do not get provoked or angry. Instead, show your maturity by answering the question in a manner that does not offend the interviewer.

- g) **Dressing Sense:** It is important to dress right for an interview. Your appearance talks loads about your personality. Wear neatly ironed formal clothes with a good pair of shoes. Women should apply minimal make up and avoid too much of jewelry. Both men and women should have well manicured nails and a professional hairstyle.
- h) **Integrity:** Answer the questions honestly. Do not lie about your professional achievements. Be humble. Do not throw an air of arrogance. If you are appreciated for something, be gracious to say thanks.
- i) **Flexibility:** An employer should be convinced about your ability to adapt to different situations. If you are asked for example, your willingness to re-locate far away from your family for a project, mention that you would be happy doing so as your career and organization's interest are foremost priorities.
- j) **Learnability:** Learnability is a key to professional as well as organizational growth. Desire to keep learning shows an employer that you are enthusiastic about what is being offered to you.

Tips for Interview

- a) Research well on the company that is hiring you.
- b) Arrive earlier than the scheduled time for your interview
- c) Always be prepared for possible question during the interview. Practice responding to these questions in front of the mirror.
- d) Think carefully before answering. Give honest and simple answers
- e) In case you have a doubt regarding a question, do clarify
- f) Be proactive. Ask questions regarding your roles and responsibilities towards the end of the interview

Do's and Don'ts of Interview

Do's:

- Maintain positive body language throughout the interview
- Greet your interviewer(s) when you walk into the room
- Turn off your cell phone before entering for interview
- Pay attention to the questions and maintain eye contact while answering them
- Answer after thinking carefully. Do not give abrupt answers
- Sell yourself. Be confident and show optimism
- Your answer should reflect what you can do for the employer and not the other way round
- Do ask relevant questions regarding the job being offered
- Try to use real examples while talking about your skills. Example: how has a particular skill benefited your previous job?
- Thank the interviewers as you leave the interview

Don'ts:

- Do not be late
- Don't dress inappropriately. For example, wearing slippers, T-shirt, jeans etc
- Don't lie about your skills and competencies. Instead, show the employer that you are eager to learn in areas where your knowledge is limited
- Do not use long sentences or monosyllabic answers. Example: If the interviewer asks 'Are you good at coding?' Don't reply "yes" or "no". Instead you can say 'yes, I am good at writing the Java code. I have also done a mini project on the same'(or) 'No sir, I am from electrical background. I am not very well versed in writing the code. But I am doing a course in Java. I may learn to code in the near future'.
- Maintain a positive tone while answering challenging questions. Do not show arrogance. Example, if the interviewer says "Your career may progress fast as you have good grades", do not say "No doubt about it". Instead say "Sir, I am a hardworking individual and my grades are a result of that. I will try to incorporate the same in my work life also. Thanks for your confidence shown in my abilities".
- Do not get personal with the interviewer. For example, asking the interviewer "Sir, from where did you do your graduation?"
- Do not forget to bring the necessary certificates and a copy of your resume
- Do not eat during the interview or chew gum
- Do not interrupt the interviewer. Wait until he finishes asking questions/talking
- Do not argue. For example, if the interviewer says "You may have to travel for a few days every month to customer site", do not say "It is impossible. You can't expect that."
- Do not criticize your previous employers/faculty of your college. For example, saying "I have earned these grades on my own as my teachers were useless".

What not to ask during an interview?

- Do not ask what the company does, what its products and services are, its clients, turn over etc. This information is available at the company website. Read it from there before attending the interview.
- Do not ask questions that involve controversies around the company or its employees. Never speak negative about the company, its management and its employees.
- Do not ask personal questions to the interviewer, like his marital status, his nativity, nationality, religion, number of children, his hobbies etc.
- Do not ask questions whose answers are within the question itself. Example, "I have heard that XYZ is our toughest competitor from you. Isn't it?"
- Do not discuss compensation and benefits or compare the salaries offered in the other organizations.
- If you are a referral candidate, do not ask the interviewer if he knows your acquaintance that has referred you
- Do not ask the interviewer if you have bagged the job. Example, "Sir, please let me know if I have passed this interview?"

What you may ask?

- Questions about the roles and responsibilities
- Question regarding amount of travel expected
- Career path & scope of advancement in the company
- The management style within the company
- The work culture and people to whom you would be reporting
- The qualities they look for in prospective employees

Some example questions:

- a) What are the routine responsibilities for this role?
- b) What suggestions would you give for excelling in this role?
- c) What are your short term and long term expectations for this role?
- d) Can I please know about the work culture of organizations?
- e) Who is the toughest competitor for the organization and why?
- f) May I know how you have grown within the organizations? What have been your key learnings?
- g) What is the career graph for people in this role?
- h) What do you think are the most required traits for this job?
- i) Do you expect the candidate to bring about any changes in the job? If yes, how?
- j) Is there any notable trait that would make you feel that I may be suited for the job?
- k) What are the qualities that you find in the employees who have been with the company for a very long time?
- l) What are the attributes that the successful employees in this organization have?
- m) What are the biggest challenges facing the company right now?

Sample HR Interview Questions

- a) Tell me about yourself
- b) How long would you expect to work for us if hired?
- c) If another company offers you better salary than us, what will be your reactions?
- d) Where do you see yourself 5 years from now?(or) What are your short term goals?
- e) Tell me about a time when you were accountable for a mistake you made. Did you take responsibility for the mistake?
- f) What is your philosophy towards work?
- g) What are your greatest strengths?
- h) What your greatest weaknesses?
- i) Do you prefer to work alone or do you work better in groups?
- j) What are your professional goals?
- k) What have you done to improve your knowledge in the last year?
- l) Do you consider yourself successful? Why?
- m) Who has inspired you in life and why?
- n) Would you lie for the company?
- o) What kind of person would you refuse to work with?
- p) Why do you want to join this industry?
- q) What makes you the best candidate for this position?

- r) What motivates you to do your best at work?
- s) What position do you prefer on a team working on a project?
- t) Tell me about your hobbies and pastimes?
- u) Which is the most unforgettable moment in your life?
- v) Why should I hire you? (or) why do you think you are the best candidate?
- w) What kind of salary do you need?

VITUCDC