

5**Interviews****Interviews: Questions and Responses**

What should you prepare for an Interview.
Why do you apply for the job?

Dialogue At the Interview

Exercise -

Grammar -

Comp. -

Some Interview Questions

1. Why did you apply for the post?
2. What special skills do you have?
3. Why do you pursue your current career?
4. Can you tell us more about your experience in a similar environment?
5. Why do you think you are the right person for the job?
6. What are your strengths and weaknesses?
7. What do you do if you can not meet a deadline?
8. How do you handle pressure?
9. How well do you get along with fellow employees?
10. Why did you choose your current career?
11. If you are requested to work after hours or over weekends, will you comply?
12. What do you expect from this job?
13. How long do you intend staying with our company if you get the job?
14. Why should we pick you for the job?
15. Can you give us an example where your intervention saved the day in your current company?
16. If you discover that an instruction would be to the detriment of the company, what would you do?
17. If you do not feel well and an important deadline looms, will you carry on with your work or report sick?
18. Do you mix readily with other employees after work or do you separate work from your private life?
19. What would you do to build team spirit?
20. If you work in a team and one of the members just does not produce what is expected, what will you do?
21. If you are given tasks which do not fall into your job description, what will you do?
22. You have planned a special private function, yet your boss suddenly requires your services urgently, what would you do?
23. The company expects you to do something for which you are neither qualified, nor do you know how to do it. What would you do?
24. What contribution can you make to our company?
25. Do you have own initiative or do you just do what you are told?
26. What would you do if you find that you can not cope with your work?
27. What do you know / have you heard from our company?
28. Will you be prepared to work in one of our overseas branches if required to do so?
29. You see that one of the employees steals company property / leaks company secrets. What will you do?
30. Your immediate supervisor seems to be very unreasonable towards you. How will you react? What will you do?