

# Interview Preparation Workbook

*"Knowing yourself is the beginning of all wisdom." - Aristotle*

Reflect on moments from your life that culminated into a success, a failure or a learning moment, AND shaped you into who you are today. Expand your horizon to think of examples from early childhood till date. Where possible, apply the STAR framework to reflect further articulating clearly:

- ✓ **Situation:** What was the background and context?
- ✓ **Task:** What was the key objective or task at hand?
- ✓ **Actions:** What did you do and how did you do it?
- ✓ **Results:** What did you achieve?

## Some examples of questions

### General questions

1. Tell me something about yourself.
2. What are your short term and long term objectives?
3. What would you consider as your major achievements, strengths and areas for improvement?
4. What are your reasons for applying to our firm ?
5. Describe an incident that has had a deep impact on you and brought about a significant change.
6. What do you consider your major achievements, till date? Which would you consider the best and why?
7. Do you intend to pursue a Postgraduate / Doctoral Course in the next 12 to 36 months? If yes, please explain further.
8. What are your long term and short term career goals? What has influenced your thinking while evaluating your career options?
9. Where do you see yourself three to five years down the line?
10. What do you want to achieve in your life?
11. What do you know about our Company?
12. You have been born and brought up in XYZ city. How comfortable would you be in the city ABC where our company will move you to?
13. Tell me about your projects/internships.

### Situational / Behavioral questions

14. Describe a challenging and difficult project which you have undertaken. What did you do? Explain your reasons for the same & the outcome.
15. Describe a situation where you were needed to involve others to achieve a task or deal with conflict among team members. What did you do? Explain your reasons for the same & what was the outcome?

16. **At times many of us are caught in a situation of moral conflict, where we have to choose between two seemingly right alternatives. Give us one situation when you faced this conflict. How did you resolve it?**
17. **Describe a situation / project where you used an innovative approach to resolve a problem? What did you do? Explain your reason for the same and what was the outcome?**
18. **Describe a situation when you faced a difficult problem and you were able to solve it. Please include details of the context, the action you took and the results that were achieved.**
19. **Please cite any innovative/creative initiatives taken by you that have given you a sense of accomplishment.**
20. **Describe a situation where you took a lead role in a team to accomplish a critical task.**
21. **What are the types of assignments that keep you engaged and what are those that do not excite you?**
22. **Provide an example when you approached your work with a mindset of having limited resources or time. Please include details of the context, the action you took and the results that were achieved**
23. **Have you been in a situation wherein you had to resolve a tough problem or an issue? If yes please describe it. Also mention how you came up with the solution.**
24. **Have you ever aspired to achieve something (big or small) and consistently worked towards achieving it (individually or in a team)? Please describe it and mention whether you were successful or not towards the end**
25. **Describe a challenging project or a seemingly impossible task which you have undertaken. What was the outcome?**
26. **Sometimes, we may find a group of people disagreeing with our beliefs/point of view. Give us an instance where you had to convince a group of people of your point of view.**
27. **What are your personal goals in life? How would getting into company ABC help you in your journey towards your Personal Goals?**
28. **Every successful leader has a sense of purpose. What is your purpose in life?**
29. **Describe a situation where you have achieved something significant in life after overcoming obstacles.**
30. **Describe a situation where you initiated a new idea or approach and implemented it. How did you go about it?**
31. **Describe an occasion when you realized the need for change/improvement/self development. How did you respond?**
32. **Describe your most recent learning experience. What did you learn & how?**
33. **What would you do if you were asked to complete a task you've never done before?**
34. **Say you're working on a project with a tight deadline, and you're waiting on something from a coworker who said that they'd get it to you last week. What do you do?**