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Part-A: Generic Guidelines: These are valid for all questions and should be universally followed.

1. Always remember that Interview is not an Objective Process, rather it's subjective, so don't look for absolute & correct answers. Each person is unique and has a different perspective, so take it in that way.
2. In an Interview – What is not Important, how is Important, so see how the student is answering
 - a. His/her tone.
 - b. Core Values & ethics while answering.
 - c. Body Posture, Expression and Eye Contact.
 - d. His honesty.
5. Focus always to establish that his/her core values and ethics are strong, and they are
 - a. Honesty.
 - b. Respecting others.
 - c. Not blaming others for his / her failures / mistakes.
 - d. Positive Attitude.
 - e. Not boasting about his or her achievements.
6. Through all answers the interviewers in most of the Campus Placement are searching **FAT** in the candidates & FAT means
 - a. **F= Flexible**
 - b. **A=Adaptable**
 - c. **T=Trainable**



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Part-B: Question Specific Guidelines

1. Tell us something about yourself?
 - No need of any particular format, else the student becomes conscious. Ideally tell about native place, education, little bit about family, hobbies & interests (if any) and if you want to go your interview in any direction (On your any activity, skill, talent, project, etc.), then mention about that.
 - Answer has to be short, crisp and to the point.
2. Tell us about your key strengths?
 - No need of flowery responses.
 - Whatever strength you are mentioning, there should be a genuine example (real incident/situation) behind it to substantiate your submission.
 - Don't give confusing answers.
3. What are your two major weaknesses?
 - Don't give confusing answers.
 - In case of weaknesses the candidate has to tell something where he has to work upon and candidate should show that how he is working on improving the same.
4. Where do you see yourself 5 years from now?
 - Answer should not be position driven (Like a Project Manager, CEO, etc.)
 - It should be knowledge or skill driven
 - ★ Examples: I see myself with proficiency in 2 to 3 latest software technologies and ability to lead a team of individuals and guiding them as well to build unique solutions.
5. Why should we hire you?
 - Here the candidate needs to find out what are the key skills needed for the role offered by the Company visiting the Campus and out of those skills, what he possesses and how he can be beneficial for the Organization.



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★ Example: IT Companies, the key skills required are Coding, Analytical, Problem Solving, Good Communication Skills, Team Playing capability, adaptability & flexibility to name a few.

- So the students should see out of the above mentioned qualities or skills, what his possessing and he or she should try to highlight that skill with some examples of situations where he has exhibited these skills.
- Out of so many skills, if a student ahs one or two of them and can justify that through real incidents, that's the best way, so they shouldn't try finding all the qualities or skills in themselves.

★ Example: Core Company:

- For these Companies, the role is GET (Graduate Engineer Trainee) and the skills required are Ability to work in Factory/ Plant, Good Technical Knowledge of Mechanical Subjects , Good Communication Skills, Team Playing capability, adaptability & flexibility to name a few.
 - So the students should see out of the above mentioned qualities or skills, what his possessing and he or she should try to highlight that skill with some examples of situations where he has exhibited these skills.
 - Out of so many skills, if a student ahs one or two of them and can justify that through real incidents, that's the best way, so they shouldn't try finding all the qualities or skills in themselves.

6. Why do you want to join us?

- Here the candidate needs to research the website of the Company.

★ From there they need to find what are the key points about the Company that are fascinating them.

★ Also they should try to align the Company's strengths with their activities or interests.

7. Could you browse us through your resume?



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- Here it should not be a word to word replica of your resume.
- Tell about key areas such as
 - ✦ Academic qualifications.
 - ✦ Key Projects
 - ✦ Hobbies & Interests
 - ✦ Extracurricular Activities
 - ✦ Awards, Achievements & Membership of professional Organizations.
- 8. What are the shortcomings in your resume?
 - This means some areas where you wanted to perform but couldn't
 - ✦ If you haven't presented a paper yet, you can say that.
 - ✦ If you haven't done a real time project, you can mention that as well.
- 9. Are you a team player?
 - This must be answered in an affirmative manner, with sufficient examples, like working in projects, playing as a team in Sports, in the events, etc.
- 10. Do you have any questions for us?
 - This must be taken in two cases, as this is normally asked at the fag end of the interview:
 - ✦ If your interview has gone well and you are pretty sure you are on the verge of the selection, don't take chances and avoid asking questions for the sake of asking.
 - ✦ If your interview hasn't gone well and you are pretty sure you are on the verge of rejection, then take this as your last chance and frame a question to exhibit a skill of yours, so that the Reset button can be placed, and your Interview can be taken to correct path.
 - ✦ While in normal cases, sample questions to the interviewers should be on the Career path, kind of work you would be doing there, etc.
- 11. What are your hobbies?
 - Hobby is something that you do in leisure time, so answer accordingly and remember your hobbies, which you have been pursuing.



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- Interviewer wants to check your basic awareness about the hobby i.e. being pursued and they are not looking for a deep research about the hobby.
 - They just want to ascertain if you are lying or honestly telling about the hobby.
12. Do you have any specific interests? (Can be Technical / Non-Technical)
- Interest is something for which you take out time and have an in-depth knowledge, so here the questions will be asked accordingly.
 - So, if at all you mention something as an interest, need to prepare thoroughly about the same.
13. Are you flexible? Give an example where you have shown this characteristic. ○
- By Flexibility they want to check
- ✦ Your readiness to work on different technologies / profiles.
 - ✦ Your readiness to work in different shifts.
 - ✦ Your readiness to work at different locations.
- So, ensure that you are flexible and give some incidents which imply the same.
14. Are you adaptable? Give an example where you have shown this characteristic. ○
- By Adaptability they want to check
- ✦ Your adaptability to adjust and work with people from diverse locations and profiles.
 - ✦ Your adaptability to adjust in different cultures.
- So, ensure that you are adaptable and give some incidents which imply the same.
15. What has been your biggest achievement so far?
- Here biggest doesn't mean it has to be district / state / national / international etc., rather what you consider as the biggest, so answer accordingly with full honesty.
16. Tell us something which is not written on your resume?
- Here also practically have something which is not there
 - ✦ About your family background.
 - ✦ Your core values.
 - ✦ Your hobbies / interests (If not mentioned).