
In-person Interview Guide

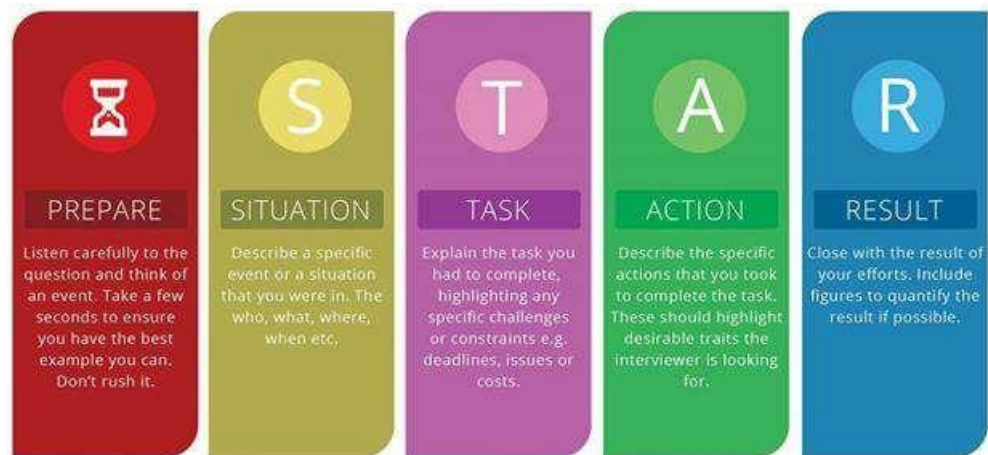


Dress to Impress

A business casual is the best attire for an in-person interview.

Common Interview Questions

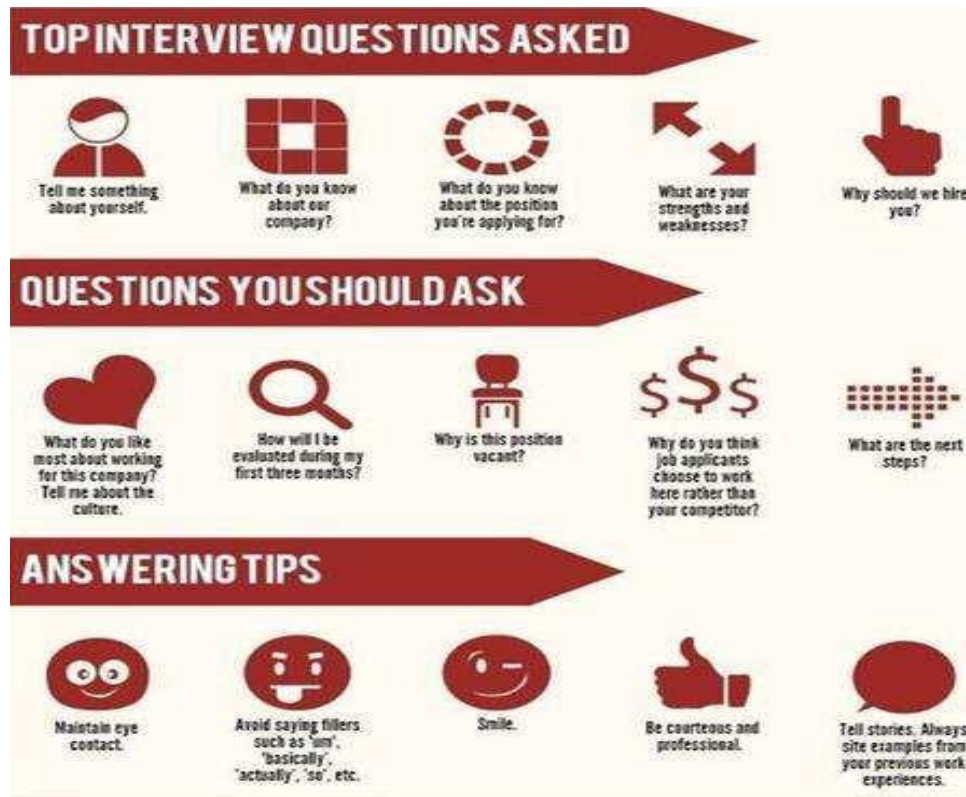
Follow STAR method to answer any situational questions asked



1. Tell me something about yourself

Prepare for the following:-

- 1) Professional Background and Experience - You can follow these steps
 - Your major responsibilities – (Example:- project specific or technology you worked)
 - No. of years in that role.
 - Your major accomplishments.
- 2) A Good Professional Work Story-
 - A structured transition in your career.
 - The progress chart up the ladder.
- 3) About the company, Interviewer and Position applied –
 - Research about the company and the interviewer. (Use LinkedIn) and link your relevant experience with the job and the company.
- 4) Convincing the employer how you are the right candidate-
 - Sound Interested – Use words like excited, fascinated , enthusiastic while talking about your current role or the role you have applied for.
 - Smile - Smiling will project a positive image to the interviewer and will change the tone of your voice.
 - Technical expertise- talk about the technical expertise which is relevant to the job you have applied.



1. Why do you want to work at this company?

- Focus on the job description
- Glean information from the company website
- Match your skills with the information acquired.



5160 Explorer Dr #34,
Mississauga, ON L4W 4T7
Phone: 905-487-4880
www.miit.tech

2. What did you like/dislike about your last job?

Talk about the likes and not the dislikes, talk about the challenges that you had ,how you overcame those challenges , talk in an exciting manner use power words like:- loyal , flexible, committed, hardworking, adaptable etc.

3. What is your biggest accomplishment?

Share your job-related accomplishments. use STAR method.

4. What is your greatest strength?

Say something different that makes you stand out , give an example to make it more relatable and real. Like I have many positive qualities and attributes to bring to this role, but I believe my main key strengths are:-

- Attention to detail
- Great team player
- Ability to work without supervision.

One thing that makes me stand out from most employees is that I am always looking for ways to improve the way I perform at work . give example related to your current job.

5. What is your greatest weakness?

Be open to share your job-related weakness . Like being

- Self critical
- Not skilled at delegating tasks
- take on too much responsibilities.



6. What are your career goals? or Where do you see yourself in five years?

Be focused and realistic in your approach. Use the SMART approach to answer this question.

S = Specific to this job
M = Measurable for you
A = Attainable by you in this company
R = Realistic and achievable
T = Timely

7. Tell me about a time that you had a lot of work to do in a short time. How did you manage the situation?

The cause of the heavy workload should be stated in such a way that you aren't blaming somebody else for a delay or incompetence. If it was due to a co-worker being absent for illness or leave, this is acceptable to mention. Of course, if the heavy workload was due to some positive achievement on you or the team's part, be sure to include that information

- When XYZ was on maternity leave, I took over servicing her clients as well as my own. It was a good challenge to ensure they got the same amount of attention from our company as when both of us were on the job. At times when we had increased demands, I brought in ABC from accounting to assist in calls and tasks to ensure everyone got good service.





5160 Explorer Dr #34,
Mississauga, ON L4W 4T7
Phone: 905-487-4880
www.miit.tech

8. Have you ever had to work closely with a person you didn't get along with? How did you handle the situation?

Focus on a time when your work style was different than another person, but perhaps you still had to complete a project together. Discuss, in a positive tone, how you made it work!

9. Can you work under pressure?

Discuss your relationship with pressure. You must be honest and open, give a realistic answer, shouldn't be easy and short.

10. Have you ever made a mistake? How did you handle it?

You want your example of a mistake to be honest. However, it's a good idea not to mention a mistake that would be critical for success in the new position. For instance, give an example from your last position that isn't specifically related to the job requirements for the new position.

11. What do you do if you disagree with someone at work?



Show that you can overcome small conflicts without involving your boss or interrupting the flow of the workplace. Your answer should reflect your professionalism and your ability to maintain your temper.

Workplace conflicts may happen every now and then and that's okay. The key is handling them correctly and showing the interviewer you can move forward.

Hiring Manager may want to test you on interpersonal skills too like :-

- **Adaptability**

1. Tell me about a time when you were asked to do something you had never done before. How did you react? What did you learn?
2. Describe a situation in which you embraced a new system, process, technology, or idea at work that was a major departure from the old way of doing things.
3. Recall a time when you were assigned a task outside of your job description. How did you handle the situation? What was the outcome?
4. Tell me about the biggest change that you have had to deal with. How did you adapt to that change?
5. Tell me about a time when you had to adjust to a colleague's working style in order to complete a project or achieve your objectives.

How to answer - Come up with one or two significant (and real) stories from your work / life that demonstrate your ability to handle change. Think about times when you went outside your job description or figured out a different way to get things done better. Consider examples that demonstrate your problem-solving skills, creativity, resourcefulness, a willingness to learn, and/or a positive attitude in the face of change and/or difficulties.



- **Culture fit**

1. What are the three things that are most important to you in a job?
2. Tell me about a time in the last week when you've been satisfied, energized, and productive at work. What were you doing?
3. What's the most interesting thing about you that's not on your resume? What would make you chose our company over others?
4. What's the biggest misconception your coworkers have about you and why do they think that?

How to answer: Presumably you've already decided that your work values or desires do in fact align with your potential employer's, so focus on that overlap when brainstorming relevant experiences. If autonomy is a big part of the company's culture, for example, and you work well with little direction, brainstorm experiences that prove that. Again, the goal is to arm yourself with one or two stories that demonstrate how you will thrive in the employer's environment.



- **Collaboration**

1. Give an example of when you had to work with someone who was difficult to get along with. How did you handle interactions with that person?
2. Tell me about a time when you were communicating with someone and they did not understand you. What did you do?
3. Tell me about one of your favorite experiences working with a team and your contribution.
4. Describe the best partner or supervisor with whom you've worked. What part of their managing style appealed to you?
5. Can you share an experience where a project dramatically shifted direction at the last minute? What did you do?

How to answer: Think about both positive and negative experiences in which you've worked with others, dealt with conflict, negotiated, and/or compromised. Come up with one or two examples that show your range of playing nice, holding your ground, and working within a team to get things done that produced results and/or achieved targeted goals effectively/ efficiently.



- **Leadership**

1. Tell me about the last time something significant didn't go according to plan at work.
What was your role? What was the outcome?
2. Describe a situation where you needed to persuade someone to see things your way. What steps did you take? What were the results?
3. Give me an example of a time when you felt you led by example. What did you do and how did others react?
4. Tell me about the toughest decision you had to make in the last six months.
5. Have you ever had to "sell" an idea to your coworkers or group? How did you do it? What were the results?

How to answer : Use STAR Method to answer these questions.



- **Growth potential**

1. Recall a time when your manager was unavailable when a problem arose. How did you handle the situation? With whom did you consult?
2. Describe a time when you volunteered to expand your knowledge at work, as opposed to being directed to do so.
3. What would motivate you to make a move from your current role?
4. When was the last occasion you asked for direct feedback from a superior? Why?

5. What's the biggest career goal you've ever achieved?

How to answer : Use STAR Method to answer these questions.

- **Prioritization**

1. Tell me about a time when you had to juggle several projects at the same time. How did you organize your time? What was the result?
2. Tell me about a project that you planned. How did you organize and schedule the tasks?
3. Describe a time when you felt stressed or overwhelmed. How did you handle it?
4. Give an example of a time when you delegated an important task successfully.
5. How do you determine what amount of time is reasonable for a task?

How to answer : Use STAR Method to answer these questions.

Must ask questions to the interviewer-

- Ask questions which are specific to the job or company- Example:-
 1. What is the team size ?
 2. What is the Project about ?
 3. What do you love the most about working here?
 4. What is the company's biggest challenge this year and how will this job help overcome it ?
 5. How will I measure my performance, so I know I'm having a positive impact on project?





5160 Explorer Dr #34,
Mississauga, ON L4W 4T7
Phone: 905-487-4880
www.miit.tech

GOOD LUCK !