

एक कदम जॉब की ओर...

एक सोच... जो बदल दे आपकी जिंदगी

# करिअर ज्योती एज्युकेशन

An ISO 9001 : 2015 Certified Institute

**COMPUTER INSTITUTE**

Recognized By Govt. of India

**NO. 1 INSTITUTE**



You = May I come in sir ?

Sir = yes , you may .

You = Thank you sir , good morning , How are you ?

Sir = I am fine , Take a seat.

You = Thank you sir .

Sir = Introduce yourself .

**How would you describe yourself ?**

**Tell me something about you ?**

**Do you anything want to say about yourself ?**



**You = Thank you sir , for this opportunity my pleasure to introduce myself**

**My name is Ramesh from Delhi . I did my graduation from ..... College .**

**then I completed my M tech from .... college. My father occupation is farming**

**My mother is a housewife . We are siblings. My younger sister is pursuing +2 .**

**I also participated in my college activities and I had also gotten a outstanding academic achievement award .**

**I want to keep in learning stage so now I am learning coding system. Thank you .**



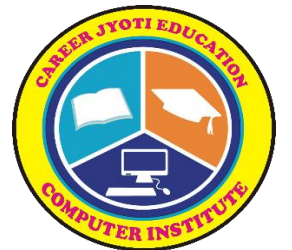
**Sir = Why should we hire you ?**

**You = Every person has different capability, strength and weakness .**

**I can't say that nobody can do that job , I also cannot say that noone can do this job except me**

**My experience separate me from another's .**

**If you will provide me this platform it will excellent for me I will use my energy and capability for doing best for the company .**



**Sir = What do you think what is important hard work and smart work?**

**You = I think both of things are important in a person because smart work is done by hard work but it should be in right direction we can't do star smart with out hard work . These are the two sides of a coin . So both are important .**

**Sir = What makes you unique?**

**You = According to me I am a good learner I always keep in learning stage I have already handled different situations , and I can work with the team for betterment .**



**Sir = Why do you want to work here?**

**You =** you complete ranking is very good and I am also interested in this work that is the excellent platform for me and I can prove myself in the future .

**Sir = why are you leaving your current job?**

**You =** Because I have no chance to improve my capability I want to work with some higher level so only that's the reason I am leaving my current job.



- 20%** = **Wearing Sense**
- 20%** = **Body Language**
- 20%** = **Smile**
- 20%** = **Eye Contact**
- 20%** = **Way Of Conversation And Confidence .**



## EXAMPLE NO.2

1. Please Introduce yourself?
2. What is your strength?
3. What is your weakness?
4. Why do you want to work in our company?
5. Why should we hire you?
6. Where do you see yourself after 5 years?
7. Can you work under pressure?
8. How did you celebrate your last birthday?
9. What's your salary expectation?
10. Do you have any questions?



## Q 2) What is your strength?

**A:** Sir, I am a hardworking person. I am punctual and loyal towards my work.

### Q 2a) How can you say that you are a hardworking person?

Sir, because whatever task is assigned to me, I just get into it. I don't even see the time.

### Q 2b) How can you say; you are punctual?

Sir, because I always value the time. I understand that "Time once gone, can never be regained."

### Q 2b) How can you say; you are loyal towards your work?

Sir, because I always treat my company as **my own** so I work with honesty and dedication.



### **Q 3) What is your weakness?**

**A:** Sir, I can't say NO if anyone ask me for help. I think; that's my weakness.

#### **Q 3a) Any other weakness?**

**A:** Sir, I think I'm a very emotional person.

#### **Q 3b) How is being emotional a weakness?**

**A:** Sir, sometimes we need to be selfish too; otherwise we get into trouble.



### **Q 4) Why do you want to work in our company?**

**A:** Sir, it's a growing/reputed company in India. As far as, I've heard about it; the work environment is amazing. People really feel proud of working here. I think; it's a golden opportunity for me to work here and explore my potential.

### **Q 5: Why should we hire you?**

**A:** Sir, I am sure I'll turn out to be a key player of your company and I assure you; you'll never regret for the decision to hire me.

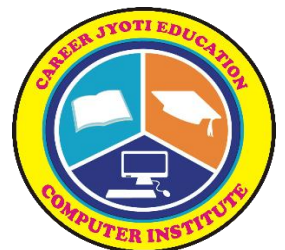


## 6) Where do you see yourself after 5 years?

Sir, my short term goal is to become a key player of the company and my long term goal is to be in a respectable position in the company.

## 7) Can you work under pressure?

Yes I can. Sometimes, we need to work under pressure as well. So, that's not a problem for me at all.



## **Q 8: How did you celebrate your last birthday?**

**A:** Sir, I invited all my friends and neighbors at home at about 7 o'clock in the evening. Few of my friends and relatives were already present at home. I cut the cake at about 8. I received lot many gifts from my friends. My father gifted me a mobile. We had fun together. We had dinner together. We finished it off by 9 o'clock.

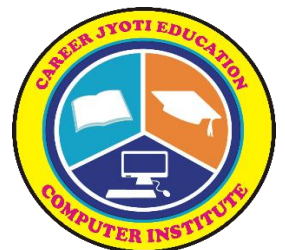


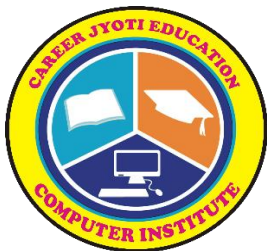
## 9) What's your salary expectation?

Sir, I expect Rs. 20000/- a month.

## 9) What's your salary expectation?

Sir, as per the company norms.





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