



INTERVIEW QUESTIONS “WORK BOOK” For KVS

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Interview Coaching



Work Book For interview Questions

(English Language & Vocabulary Work Book also available for SSC-CGL, CHSL, BANK PO, MAT, CAT....ETC.)

1. Tell me a Little about Yourself

Sometimes the most general question can be the hardest. How can you sum up your entire life in just a couple of minutes?

You don't.

This oldest of questions is not an invitation to talk about your difficult childhood, your favorite grandmother or how you won the state swim competition in high school.

Instead, it's a request for you to describe what you can offer the company.

In his excellent book 101 Great Answers to the toughest interview questions, author Ron Fry suggests focusing on:

- your key accomplishments at previous jobs
- the strengths demonstrated by those accomplishments.
- How these relate to the job for which you're applying.

The goal is not summarize your resume - the interviewer already has a copy of that.

Rather, tell how you came to be interested in this particular company and job, and

weave examples of past accomplishments thought to demonstrate why you are the perfect candidate.

2. Why did you leave your last job?

Did you resign? Get laid off? Storm out of the office in a huff, never to return? Chances are, you'll have to explain it in an interview.

The most important point to remember when answering this question: STAY POSITIVE.

The biggest sign of a troublemaker is when someone trashes his or her former boss or company during an interview. It doesn't matter if your boss was a jerk or if you hated your coworkers - an interview is not the place to vent past frustrations.

Rather, the best way to answer this questions is to stay positive and talk about your desire for growth opportunities. This will paint you as a proactive employee who enjoys responsibilities and challenges.

Here are some quick pointers for answering this question, depending on your circumstances:

IF YOU ARE FIRED: Be honest, but quick about explaining it. Don't get into the political details, rather, explain what you learned from the experience and how it makes you an even stronger employee today. It's not a good idea to lie about your termination. When the interviewer calls your references, he or she will most likely find out you were fired anyway. So be honest, and explain what you learned.

IF YOU WERE LAID OFF: This is not nearly as taboo as it was even five years ago, so don't apologize or act defeated. If a company goes bankrupt or had massive layoffs, simply explain: "Because of the economy, the company decided to eliminate six departments including mine".

IF YOU QUIT: Again, be honest and stay positive. State that the work being offered wasn't challenging enough, that you are seeking higher levels of responsibility or simply that you are ready to make the next step on your career ladder - and that the job for which you are interviewing is the ideal next step.

The secret is to stay positive and discuss your desire for growth. Hiring managers love applicants who actively seek responsibility.

3. What's your biggest weakness?

What are you supposed to do - tell them why they SHOULDN'T hire you?

The "weakness" question is popular with interviews not because they want to torture

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you, but because they're interested in hearing how you tackle challenges.

The most important thing to remember is that after you name your weakness, you MUST discuss what you have done to overcome it.

Pick a weakness that is real but understandable or relatively harmless. Whatever weakness you pick, be sure that it is work-related ("I have a tendency to overfeed my dog" is NOT an appropriate weakness) and that you present the strategies for how you overcame it.

Here are some examples:

I used to have a tendency to procrastinate. So now I am always sure to set a strict schedule for all of my

projects well in advance and I set personal deadlines. This organization has really helped.

Once in a while, I focus too much on the details of the project. So now, when I'm working on a project, I

always make sure at the end of the day to sit back and take a few minutes to think about the general

scope of my work. It forces me to keep priorities straight and helps me keep the right mindset.

You don't want to pick a weakness that will torpedo your chances. Even your weakness should speak strongly toward your skills. The examples above all address honest weaknesses; here are a few other "safe" weaknesses that are easy to discuss:

I tend to be a perfectionist.

I sometimes work too hard, leading to unnecessary stress.

4. Do you have any questions for me?

Yes, you do.

You always try to ask a thoughtful question or two at the end of an interview. It shows that you've been listening and that you've done your research on the company

What should you ask?

Does this job usually lead to other positions at the company? What kind of positions?

What do you like best about this company? Why?

DO NOT ask about salary, vacation days, benefits or anything else that would make it look like you're more interested in the compensations package than the company. Also, don't ask too many questions; just a couple will be fine.

And the most important question of all: Don't forget to ask for the job!

I'm very interested in this job. It's exactly the kind of job that I'm looking for. What is the next step in the interview process?

5. What would you say are the areas needing improvement?

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6. What is important to you in a company? What things do you look for in an organization?

7. Can you describe for me one or two of your most important accomplishments?

8. Describe for me one or two of the biggest disappointments of your work history?

9. What kind of people do you find most difficult to work with and why?

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10. Can you give me an example of your ability to manage or supervise others?

11. What is your long-term employment or career objectives?

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12. What kind of job do you see yourself holding five years from now?

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13. Why do you want to leave your current job?

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14. What do you know about our company?

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15. What have you done to improve your knowledge in the last year?

Try to include improvement activities that relate to the job. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

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16. Are you applying for other jobs?

17. Why do you want to work for this organization?

18. Are you a team player?

19. How long would you expect to work for us if hired?

20. Explain how you would be an asset to this organization

21. Why did you leave your last job?

Stay positive regardless of the circumstances. Never refer to a major problem with management and never speak ill of supervisors, co-workers or the organization. If you do, you will be the one looking bad. Keep smiling and talk about leaving for a positive reason such as an opportunity, a chance to do something special or other forward-looking reasons.

22. What experience do you have in this field?

Speak about specifics that relate to the position you are applying for. If you do not have specific experience, get as close as you can.

23. Do you consider yourself successful?

You should always answer yes and briefly explain why. A good explanation is that you have set goals, and you have met some and are on track to achieve the others.

24. What do co-workers say about you?

Be prepared with a quote or two from co-workers. Either a specific statement or a paraphrase

Spoken English, Communication Skills & Interview classes by Ajay Sir 96716-39776, www.accentconcept.com will work. Jill Clark, a co-worker at Smith Company, always said I was the hardest workers she had ever known. It is as powerful as Jill having said it at the interview herself.

25. What do you know about this organization?

This question is one reason to do some research on the organization before the interview. Find out where they have been and where they are going. What are the current issues and who are the major players?

26. Why do you want to work for this organization?

This may take some thought and certainly, should be based on the research you have done on the organization. Sincerity is extremely important here and will easily be sensed. Relate it to your long-term career goals.

27. What kind of salary do you need?

A loaded question. A nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, That's a tough question. Can you tell me the range for this position? In most cases, the interviewer, taken off guard, will tell you. If not, say that it can depend on the details of the job. Then give a wide range.

28. What is your philosophy towards work?

The interviewer is not looking for a long or flowery dissertation here. Do you have strong feelings that the job gets done? Yes. That's the type of answer that works best here. Short and positive, showing a benefit to the organization.

29. If you had enough money to retire right now, would you?

Answer yes if you would. But since you need to work, this is the type of work you prefer. Do not say yes if you do not mean it.

30. Explain how you would be an asset to this organization?

You should be anxious for this question. It gives you a chance to highlight your best points as

Spoken English, Communication Skills & Interview classes by Ajay Sir 96716-39776, www.accentconcept.com they relate to the position being discussed. Give a little advance thought to this relationship.

31. Why should we hire you?

Point out how your assets meet what the organization needs. Do not mention any other candidates to make a comparison.

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32. Tell me about a suggestion you have made. Have a good one ready. Be sure and use a suggestion that was accepted and was then considered successful. One related to the type of work applied for is a real plus.

33. What irritates you about co-workers?

This is a trap question. Think real hard but fail to come up with anything that irritates you. A short statement that you seem to get along with folks is great.

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34. What is your greatest strength?

Numerous answers are good, just stay positive. A few good examples: Your ability to prioritize, Your problem-solving skills, Your ability to work under pressure, Your ability to focus on projects, Your professional expertise, Your leadership skills, Your positive attitude

35. Tell me about your dream job. Stay away from a specific job. You cannot win. If you say the job you are contending for is it, you strain credibility. If you say another job is it, you plant the suspicion that you will be dissatisfied with this position if hired. The best is to stay generic and say something like: A job where I love the work, like the people, can contribute and can't wait to get to work.

36. Why do you think you would do well at this job?

Give several reasons and include skills, experience and interest.

37. What are you looking for in a job?

See answer # 23

38. What kind of person would you refuse to work with?

Do not be trivial. It would take disloyalty to the organization, violence or law-breaking to get you to object. Minor objections will label you as a whiner.

39. What is more important to you: the money or the work?

Answer:- Money is always important, but the work is the most important. There is no better answer.

40. What would your previous supervisor say your strongest point is?

There are numerous good possibilities: Loyalty, Energy, Positive attitude, Leadership, Team player, Expertise, Initiative, Patience, Hard work, Creativity, Problem solver

41. Tell me about a problem you had with a supervisor Biggest trap of all. This is a test to see if you will speak ill of your boss. If you fall for it and tell about a problem with a former boss, you may well be below the interview right there. Stay positive and develop a poor memory about any trouble with a supervisor.

42. What has disappointed you about a job?

Don't get trivial or negative. Safe areas are few but can include: Not enough of a challenge. You were laid off in a reduction Company did not win a contract, which would have given you more responsibility.

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43. Tell me about your ability to work under pressure. You may say that you thrive under certain types of pressure. Give an example that relates to the type of position applied for.

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44. What motivates you to do your best on the job?

This is a personal trait that only you can say, but good examples are: Challenge, Achievement, Recognition

45. Are you willing to work overtime? Nights? Weekends? This is up to you. Be totally honest.

46. How would you know you were successful on this job?

Several ways are good measures: You set high standards for yourself and meet them. Your outcomes are a success. Your boss tell you that you are successful

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47. Would you be willing to relocate if required?

You should be clear on this with your family prior to the interview if you think there is a chance it may come up. Do not say yes just to get the job if the real answer is no. This can create a lot of problems later on in your career. Be honest at this point and save yourself future grief.

48. Are you willing to put the interests of the organization ahead of your own?

This is a straight loyalty and dedication question. Do not worry about the deep ethical and philosophical implications. Just say yes.

49. Describe your management style. Try to avoid labels. Some of the more common labels, like

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progressive, salesman or consensus, can have several meanings or descriptions depending on which management expert you listen to. The situational style is safe, because it says you will manage according to the situation, instead of one size fits all.

50. What have you learned from mistakes on the job?

Here you have to come up with something or you strain credibility. Make it small, well intentioned mistake with a positive lesson learned. An example would be working too far ahead of colleagues on a project and thus throwing coordination off.

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51. Do you have any blind spots?

Trick question. If you know about blind spots, they are no longer blind spots. Do not reveal any personal areas of concern here. Let them do their own discovery on your bad points. Do not hand it to them.

52. If you were hiring a person for this job, what would you look for?

Be careful to mention traits that are needed and that you have.

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53. Do you think you are overqualified for this position? Regardless of your qualifications, state that you are very well qualified for the position.

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54. How do you propose to compensate for your lack of experience?

First, if you have experience that the interviewer does not know about, bring that up: Then, point out (if true) that you are a hard working quick learner.

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55. What qualities do you look for in a boss?

Be generic and positive. Safe qualities are knowledgeable, a sense of humor, fair, loyal to subordinates and holder of high standards. All bosses think they have these traits.

56. Tell me about a time when you helped resolve a dispute between others. Pick a specific

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incident. Concentrate on your problem solving technique and not the dispute you settled.

57. What position do you prefer on a team working on a project?
Be honest. If you are comfortable in different roles, point that out.
Answer:

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58. Describe your work ethic. Emphasize benefits to the organization. Things like, determination to get the job done and work hard but enjoy your work are good.

59. What has been your biggest professional disappointment? Be sure that you refer to something that was beyond your control. Show acceptance and no negative feelings.

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60. Tell me about the most fun you have had on the job. Talk about having fun by accomplishing something for the organization.

61. Do you have any questions for me?

Always have some questions prepared. Questions prepared where you will be an asset to the organization are good. How soon will I be able to be productive? and What type of projects will I be able to assist on? Are examples.

62. What are your long term career plan at KVS?

63. What do you think to parent involvement?

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64. How do you communicate with parents?

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65. Do you make time for parents?

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66. Describe a successful lesson.

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67. Would you say you make learning fun?

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68. How do you engage the Children?

69. What negative things would your colleagues say about you?

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70. What can you do for us that other candidates can't?

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71. How do you handle classroom discipline?

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72. What did you learn from your internship?

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73. What extracurricular activities were you involved in?

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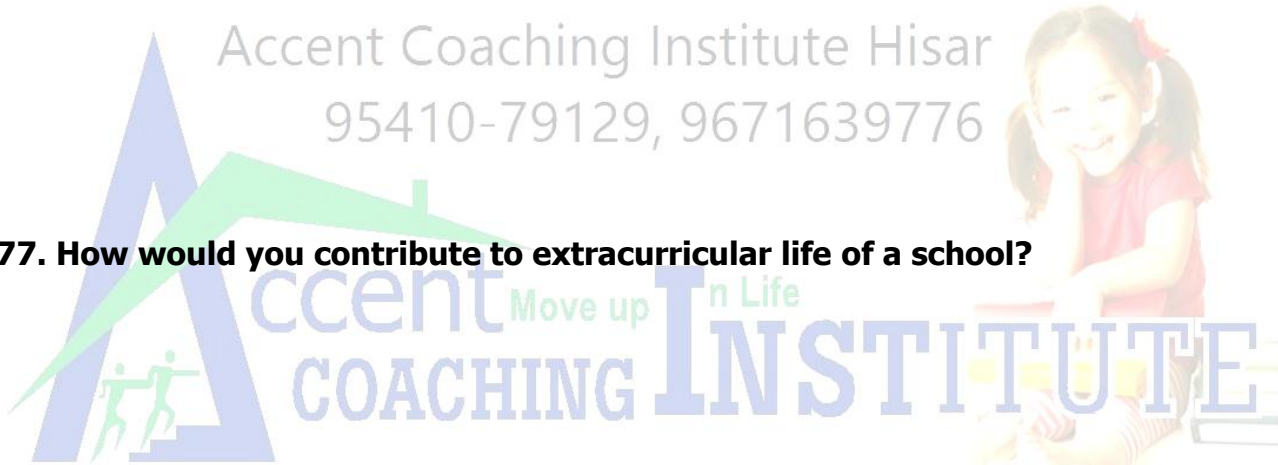
74. How do you think primary education has changed since you were a pupil?

75. How would you use computers in a primary class?

76. What led you to teaching?

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77. How would you contribute to extracurricular life of a school?



78. What problems prevent a child making progress & How do you help?

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79. Why do you want to join KVS?

80. If I walked into your classroom during an outstanding lesson, what would I see & hear?

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81. Why do we teach child in schools?

82. Can you tell me about a successful behavior management strategy you have used in the past that helped engagement a pupil or group of pupils?

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83. If you overheard some colleagues talking about you, what would they say?



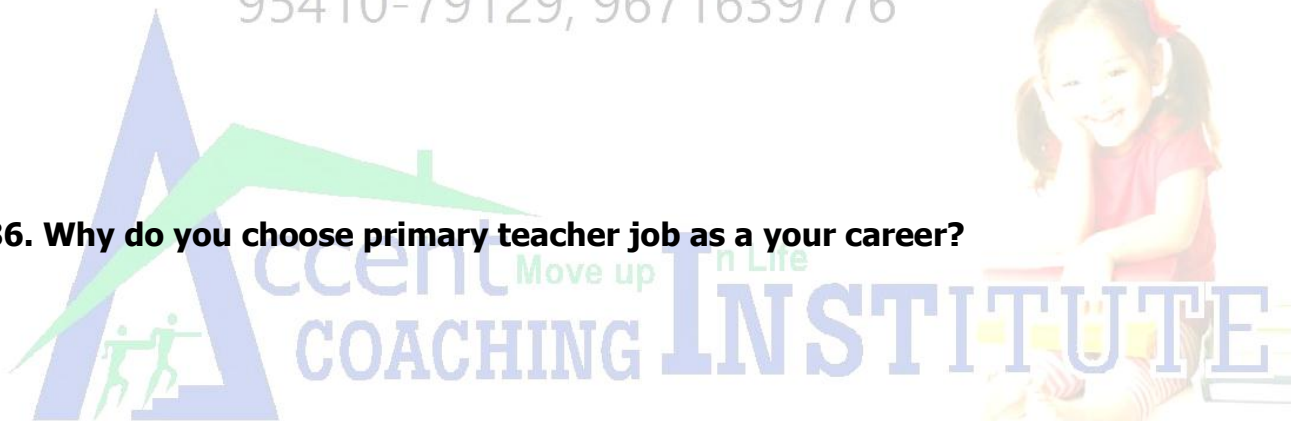
84. What are the key qualities & skills that students look for in teachers?

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85. Could you tell me about Network of KVS?

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86. Why do you choose primary teacher job as a your career?



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87. What do you think of the responsibilities/duties of a primary teacher in KVS?

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88. How do you prove yourself as a successful teacher?

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89. What are the primary functions of KVS?

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90. What are the salient features of KVS?

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91. Can you explain the reforms that taken place in KVS?

92. What is a School?

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93. What contributions could you make in this organization that would help you to stand out from other applicants?

94. Which subjects did you dislike & why?

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95. Do you have plans to continue your education?

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96. What sorts of serious problems have you experienced & how have you handled them?

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97. What sorts of things cause you stress & how do you deal with them?

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98. In what ways have you learned from your mistake?

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99. In what area do you need to improve your skills?

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100. What do you know about teaching?

101. Objectives of KVS?

102. What mistakes have you make & learned from in your career?

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103. What negative thing would your colleagues say about you?

104. What can you do for us that other candidates can't?

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105. How do you handle classroom discipline?

106. What did you learn from your internship?

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107. What extracurricular activities were you involved in?

108. How do you think primary education has changed since you were a pupil?

109. How would you use computers in a primary class?

110. What are the type of qualities would you look for in a principal?

- Having a vision and a clear goal
- Planning and motivating
- Good communication at all levels
- Visibility, consistency and accountability
- Supportive

111. Explain what are some of the problems faced by middle school?

Ans. -- Insufficient teacher training -- Inappropriate learning environment

--Less Involvement of parents -- Emotional stress and other issues

112. How teacher can make teaching effortless?

These can help the teacher to leave his impact and make out maximum of it

- Use a pleasant and normal tone while communicating with the student.
- Start delivering lecture only when student is ready to receive from you
- Try to use non-verbal communication or hand signals; this will help the student to take an interest in what you are saying. Sometimes non-verbal communication says more than your verbal thing
- Address immediately on any unpleasant or unsatisfactory situation with students, always approach student as they need help or have some doubt.
- Bored students are equally harassing as troubled students. Always have an interactive session and well-designed engaging lesson
- Organize the class outside the classroom sometimes like in open ground, it will change the ambience

113. Explain how can a teacher handle a weak student?

- A teacher can motivate weak student by motivating them for the subject they are interested in
- Sometimes the teacher has to realize specially weak student about their strength and its capability
- Teacher can confront individually with the student about the problem he is facing
- Teacher could adopt different teaching methods, so it's easy for the student to understand the thing
- Teacher must encourage such student to express their view on the subject or any topic
- Teacher must create an ambience that make them feel equally important and unbiased