

# Important questions in HR round

## Here are the First Round HR Interview questions

1. Full Name (as per SSC/HSC Certificate)
2. Mobile Number
3. Alternate Contact Number
4. Date of Birth
5. Have you applied with my company any time in last 6months
6. Current Designation
7. Current Job Type: (Full Time/Contract)
8. If contract (Name of the Employer)
9. For permanent employer Do you have all relevant docs (Last 3 employers BGV compliance, Form16, Bank statements, Relieving Letters, Bond/commitment from company)
10. For Contract Employer Do you have all the Relevant docs
11. (Pay slips, official email id, form 16, Bank statements, Fake Employer Validation)
12. Actual Notice Period:
13. Negotiable Up to:
14. Buyout Option: (Y/N)
15. Whether Resigned from Current Employer ( Yes/No)
16. Flexibility to Work at Client Place
17. Reason for Change
18. Current CTC
19. Expected CTC:
20. How is the expectation justified:

21. Recent hike (% , Month and Year)
22. Variable Pay (% in CTC)
23. Any Offers in Hand?
24. Preferred Work Location
25. Willingness to Travel ` { ` If Applicable ` } `
26. Preferred time for Interview<br />
27. What type of project is current project?
28. How long you have been in current project
29. Which Vertical is the current project?
30. Role in your current project
31. Team Size and how are you aligned in the team
32. Education:
33. Year of Pass Out
34. Justification in case if there is a gap from pass out date to employment start
35. Short-term Goal
36. Long-term Goal
37. Total Experience
38. Relevant Experience to the JD:
39. Self-Rating (1-5)
40. Primary Skills:
41. Skill1
42. Skill2
43. Skill3
44. Skill4

## Detailed Questions by a HR

1. Tell me about yourself?
2. Why are you applying for this job? Or why this role attracts you?
3. Would you like to work overtime or odd hours?
4. What is more important to you: the money or the work?
5. What do you know about this organization?
6. Why did you leave your last job?
7. Why should we hire you?
8. What are your salary expectations?
9. Assume you are hired; then how long would you expect to work for us?
10. How would you rate yourself on a scale of 1 to 10?
11. What are your achievements in life?
12. What is your objective in life?
13. What are your strengths?
14. What are your weaknesses?
15. What are your hobbies?
16. Explain, how would you be an asset to this organization?
17. Would you lie for the company?
18. Are you applying for other jobs also?
19. How do you get to know about our company?
20. What does success mean to you?
21. Describe yourself in one word?
22. What is the difference between confidence and overconfidence?
23. What is the difference between smart work and hard work?
24. Just imagine that you have enough money to retire right now. Would you?
25. Don't you think that you are overqualified for this position?

26. Do you have any blind spot?
27. How do you handle stress, pressure, and anxiety?
28. What is the disappointment in your life?
29. What makes you angry?
30. What was the most difficult decision you have made in your past life?
31. How did you know about this position/ vacancy?
32. What gets you up in the morning?
33. What is your favourite book?
34. As you said, internet surfing is your hobby. Which site do you surf mostly?
35. What was the biggest mistake of your life?
36. Do you have any reference?
37. How do you deal with an angry or irritated customer?
38. How do you deal with an angry or irritated customer?
39. What is your greatest fear?
40. Explain the difference between group and team?
41. What will you do if you don't get this position?
42. What is the success for you?
43. Would you like to relocate or travel for the company?
44. What makes you happy?
45. Is there anything which makes you different from other candidates?
46. Describe the three things that are most important for you in a job?
47. What are your expectations from the company?
48. On a scale of one to ten, rate me as an interviewer?
49. Who is your role model? What have you incorporated into your life from him/her?
- 50.** Do you have any questions for me?

## **Top 10 questions that can be asked by candidates**

- Que: Can you please describe the responsibilities of the position?
- Que: What are the biggest challenges of this job?
- Que: Is this a new position?
- Que: Can you please describe the company's management style?
- Que: What are the prospects for the growth?
- Que: When can I expect to hear from you?
- Que: If I want to extend the job offer, how soon would you like me to start?
- Que: What is the best part of working for this company?
- Que: Is there any possibility for relocation?
- Que: How much travel is expected?