

# Microsoft Sample Paper

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Company : Microsoft  
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## *7 Commandments for Success in Campus Interviews :*

Campus Interview ... Hmm... is what one looks forward to

with enthusiasm , fear and excitement towards the beginning of the final year .

For some it's a make or break, atleast that's the way it's looked at and for some it's a matter of pride. The constant thought in one's mind is - what shall make this click! What is it that the interviewer is looking in me!

Here's what we look for when we visit the various campuses. This by no means is an exhaustive list but is a good indication of the expectations and the means to meet these. We present you the 7-Commandments.

### *1. Know Thyself!*

Not everyone is good in each and every field. Each one of us has our fortes and weaknesses too. But that's not a stumbling block! What we look for are people who know their area of specialization and are an expert in it. Therefore, it pays to be a master in some fields if not the jack of all.

The most common mistakes many make is to profess knowing a field of which they know little about. Remember that huge and bulky resumes are as tough to read as they are to make. So, identify your skill set, and keep your resumes simple and straight. Know your limits and polish on your strengths.

### *2. Testing What You Know and NOT What You Don't.*

Many interviewers may ask the student the subjects that she/he wishes to be interviewed upon. Eureka !! Here's a golden opportunity. Answer this wisely! Never end up choosing a difficult subject that you know only little about, rather choose the one you are most confident of.

### *3. Rack Your Brain - Analyze*

The interview is not just limited to testing your knowledge base, but we are also interested in knowing your ability to apply it. Often questions that need to be solved then and there are asked. Now keep in mind - the right answer is not the only thing being looked at. The focus area is also

the way in which you attack the problem i.e. approach to problem solving is equally important.

So, remember to put your thinking caps on!

#### *4. Ask for Help!*

Murphy chooses to strike at the appropriate time! In spite of the fact that you may know something very well, it might just slip your mind. After all, heavy preparation does take its toll. Who better to ask for help than the poser of the question (of course, don't try this too often!)?

Remember the interviewer is not there to grill the confidence out of you, but to bring forth the best in. Just in case you are stuck, ask for a hint. Things might just click. Also, stay alert for clues.

#### *5. What are your biggest accomplishments*

You may like to begin your reply with: "Although I feel my biggest achievements are still ahead of me, I am proud of my involvement with.....I made my contribution as part of that team and learnt a lot in the process".

It will be a good idea to close your answer with also specifying what attributes and circumstances made you succeed.

#### *6. Be Calm, have Clear Verbal and Sound Non-Verbal Communication*

Calmness shows emotional maturity. True, being calm in a job interview is a difficult proposition, but then that is where it is required! Calmness does not imply being unenthusiastic or apathetic during the interview, but knowing that you are nervous and not letting it come in the way. A clear verbal communication implies clarity of the thought process.

One should also watch out for the impressions made in non-verbal communication. Body language and facial expressions can assist you in establishing a good rapport with the interviewer. Pauses, silences and gestures may all indicate what you mean, understand, or would like to emphasize.

#### *7. Two-Way Exchange Process*

The interview process is a two-way exchange of information. Make sure you also understand about the company, its activities, job requirements. The company is in need for good candidates and you need a good company to launch your career.

Interview is an opportunity to present yourself and your skills to your best advantage. Make sure you make the most out of it. And YOU are the best one to do it!!