

➤ **Before you take up the interview**

- **Read your updated bio-data line by line like you review a document or review a piece of code.** The onsite team might have reformatted your bio-data to showcase your strengths with respect to the position you will be slotted at. Hence ask the onsite team to send a copy of the bio-data that has been given to the client
- Talk to the onsite team before you take the interview. They will be in a position to brief you about the position that you will slotted in and your role and responsibilities
- Know the names of the person(s) who will be interviewing you. Also, if you are not clear about the pronunciation, ask the onsite team for the same. It is important that you greet the interviewer(s) using their first names like “Good Morning Tom” or “Hi Michael”.

➤ **Most of the interviewers will start by asking about your background**

- Talk about your undergraduate and post-graduate degrees. Explain in brief the stream of your specialization (like graduate in Electrical Engineering and post graduation in Computer Science)
- Say when you joined TCS and how long you are associated with TCS. If you have prior work experience, then mention about TCS first and then about your prior work experience

➤ **Next, the interviewers might ask you describe the projects you have worked on.**

- You need to have the bio-data with you. Go through each of the projects in the same sequence as in your bio-data. Explain in brief the following about **each** of the projects. (Some sample replies are also given for reference).
- **The application**
 - “Insurance”, “Banking”, “Finance”, “Accounting” etc.
 - The functionality of the application in two or three sentences. **Ex:** “It is an Insurance application to accept quotes and Issue policies” **or** “It is accounting application with accounts receivable and accounts payable modules”
- **The technical architecture**
 - “Two/ Three tier client server architecture”
 - “web based two/ three tier client server architecture”
 - “Application runs only on the mainframe” etc.
- **The platforms (i.e. Hardware)**
 - If it a three tier client-server architecture, then mention the platforms in each tier.
 - “Client platform – Windows NT client, Middle tier – “Sun Solaris”, Database tier – Mainframe S/390 or AS 400”
 - “Client platform – Windows NT, Middle tier and Database tier – “Sun Solaris” etc.

Interview Tips

- Only “Mainframe S/390”, “AS 400”, etc
- **The software used in each of the tiers**
 - “Client – “Browser/ VB Screens/ Power Builder Screens”, “Middle tier –NAS, Websphere, Tuxedo, MTS, etc.”, Database – “DB2, Oracle, Sybase etc”
 - VS COBOL II, OS/ 390 COBOL, PL/I etc.
- **The languages you have worked with**
 - COBOL, C++, Java, Java Script, etc.
- **Special Software used**
 - Endeavor, SCLM etc. for configuration management
 - ODBC/ JDBC for database connectivity
 - Staffware etc. for workflow
 - Rational Rose, Designer/ Developer 2000, ERWin etc. for modeling
 - Any other special software you have worked with

➤ **The roles and responsibilities you have assumed in the projects**

- The table below gives some sample replies

Roles	Responsibilities
Team Member	<ul style="list-style-type: none"> ✓ Coding, preparing test specs, Testing (development) ✓ Apply fixes, test fixes (maintenance)
Module Leader	<ul style="list-style-type: none"> ✓ Preparing Design documents (High and Low level design) ✓ Planning with respect to the module ✓ Review of deliverables ✓ Ensuring Quality related activities with respect to the module or completed before the delivery ✓ Any other tasks done by you as a Module leader
Lead Analyst	<ul style="list-style-type: none"> ✓ Gathering user requirements ✓ Performing analysis of user requirements ✓ Design of application and technical architecture ✓ Data/ Process/ Object Modeling etc ✓ Any other tasks done by you as a analyst

Interview Tips

Roles	Responsibilities
Project Leader	<ul style="list-style-type: none"> ✓ Project planning ✓ Resource allocation to the modules ✓ Project Monitoring ✓ Status reporting to the clients and TCS management ✓ Review ✓ Configuration Management ✓ Quality related activities with respect to the project ✓ Writing proposals etc
Production Support	<ul style="list-style-type: none"> ✓ Analyzing bugs ✓ Applying fixes ✓ Testing the fix ✓ Regression Testing
Maintenance and Enhancement Support	<ul style="list-style-type: none"> ✓ Analyzing bugs and enhancements ✓ Applying fixes and enhancements ✓ Testing the fixes and enhancements ✓ Regression Testing

Please note that the responsibilities are not cast in stone. You might have assumed more responsibilities in a particular role. For example, as a module leader, you might have been part of the requirements gathering team. If such is the case, then make it a point to mention it.

➤ Questions on the processes

- Be aware of the QMS processes of TCS and those followed in your project. Explain in brief about the process being asked about. **Do not** talk about the **whole** QMS processes
 - “Code, Code review, Code rework, Test, Test Results review”, etc. The whole thing is about **Do → Review → Rework → Do ...**

➤ Other Questions

- Most of the interviews will be along the above lines. However, some times the interviewer might ask some technical questions on the topic of your expertise, so be prepared for the same. ***Please be brief and to the point in your replies to these questions.***
 - “Write a query for ...”
 - Are you aware of the differences between Java and Java Script”
 - “Have you done normalization and de-normalization”
 - “How do you react to a severity one problem in production” etc.

- There might questions on your strengths. Sample answers are
 - “Quick learner”,
 - “Work well in a team”
 - “Inquisitive and attempts to gather knowledge about business and technology”
 - Any other strengths of yours
- There might questions on how you keep yourself updated of changes in technology
 - Through Continuing Education Program (CEP) of TCS
 - Through Computer Based Training (CBT's) of TCS in my free time
 - Any other avenues you can think of
- Also, they might ask for your opinion on various topics like which is better
 - “Two-tier Vs three-tier architecture”
 - “Oracle Vs Sybase” etc.

➤ **Finally**

- The interviewer might ask you if you have any questions or you would like to know anything. It is better to answer “*No thanks, the Onsite person/ team has already briefed me*”. In case the onsite person/ team was not able to reply to your roles and responsibilities, then you may ask the interviewer for the same
- **Do not** ask the following
 - When you are expected to be onsite
 - Your duration of the assignment
 - Whether you will get a vacation if you are going long-term
 - Any other questions that are related to TCS' HR procedures and policies

Please note that the BRM or the Onsite person/ Team can answer all questions related to TCS and hence please put such questions to these people before the scheduled interview.

➤ **Do and Don'ts**

- **Do's**
 - Talk to the onsite person/ Team or BRM before the scheduled interview
 - Greet the interviewer(s) before the start of the interview
 - Be brief in your replies. Explain in detail only when the interviewer asks you to elaborate it.

Interview Tips

- If you do not able to hear a question, say “Sorry, can you please repeat the question again” or “Beg you pardon, could you repeat the question again please”
- Ensure that you use correct grammar while speaking
- Say “Thank You” at the end of the interview
- **Don'ts**
 - Avoid Indian words “*Accha, Teek Hai, Lekin, Han Han...*” etc
 - Avoid use of the same words to confirm that you have understood what has been asked, like “Yes, yes, yes, yes, ...” or “Yeah, Yeah, Yeah, ...”
 - Avoid arguments with the interviewer
 - After you have answered a question if the interviewer pauses and does not ask the next question then **wait** for the next question. **Do not** keep talking.
 - Remember the questions that you should **not** be asking the interviewer (i.e. the questions under the bullet “Finally”)

The Bottom Line

“Be Brief and do not answer or say anything that has not been asked for”