

Name _____
Address : _____

Ph : _____ E-mail _____

Questionnaire for the post of Sales Engineer

- How far your home is situated from the factory?
 More than 18 kms. 12-18 kms. 6-12 kms. Within 6 kms.
- What is your age? _____
- What designation do you expect? And is it really relevant to your resume and experience?

- Please inform Educational qualification. If require attach separate sheet.

QUALIFICATION	BOARD/UNIVERSITY	PERCENTAGE

- What are your Job Experiences till date?

Name of Organization	Period of Services		Designation	Job Profile
	From	To		

(Please give us the detailed information about your job experiences. Do not miss to write the name of a single organization even if you have served it for a single day.)

Cont

6. Have you ever worked in computer networking system?

Yes No

7. Give the meaning of quotation?

Ans. _____

8. What is the usage of FAX machine?

Ans. _____

9. Mention some types of TAXES.

Ans. _____

10. Write five industrial area of Ahmedabad?

A) _____ B) _____
C) _____ D) _____
E) _____

11. What is the meaning of COD?

Ans. _____

12. What are different options of mode of transport for dispatching pump? (Write min 4 mode).

A) _____ B) _____
C) _____ D) _____

13. Write Capital city' s name of following state/(U.T)?

STATE

CAPATIAL

- | | |
|-----------------------|-------|
| A). Karnataka | _____ |
| B). Chhatisgarh | _____ |
| C). Jharkhand | _____ |
| D). Haryana | _____ |
| E). Andaman & Nicobar | _____ |

14. What is the reason for which you find this role interesting?
a) Challenging b) Interactive c) Traveling,
15. How good are you at English?
a) Excellent b) Good c) Average
16. How is your command/fluency over communication?
a) Excellent b) Good c) Average
17. In sales field, presentation is very essential? How is this?
a) Mandatory b) Important c) If Required d) Not Required.
18. How good are you at Negotiation?
a) Excellent b) Good c) Average
19. Do you believe the importance of Etiquette in sales is essential?
a) Yes b) No c) Sometimes d) If required.
20. Do you have your own vehicle?
a) Yes b) No
21. Are you ready to travel outside city/interstate?
a) Yes b) No
22. How do you rate your general technical knowledge?
a) Excellent b) Good c) Average
23. How do you rate your general technical knowledge in Hydraulics & Pumps?
a) Excellent b) Good c) Average

Computer Knowledge

24. How do you rate your knowledge in Microsoft Word?
 Excellent Good Average Do not know
25. How do you rate your knowledge in Microsoft Excel?
 Excellent Good Average Do not know
26. How do you rate your knowledge in Microsoft Outlook?
 Excellent Good Average Do not know
27. How do you rate your knowledge in Power Point?
 Excellent Good Average Do not know
29. How do you rate yourself in Internet surfing?
 Excellent Good Average Do not know
30. Do you know how to transmit Fax?
 Yes No
31. Do you know about power Point?
 Yes No
32. Do you know Scanning?
 Yes No
33. Please write down your job responsibilities, duties or routine work in detail, which are performed by you in your current job? Tick “√” if you have performed, and if not performed kindly tick “×”.
- Sales related correspondence
 - Purchase related correspondence
 - Dispatch of materials
 - Preparation of Invoice
 - Stores related entries and work

- Accounts related entries and work
- General correspondence
- Telephonic follow up
- Follow up through Correspondences.

34. Can you draft letter in English independently?
 No Yes.

35. Why do you want to leave your present job?

36. Till what time would you stay with the Company?

- Less than 1 Yr.
- 1-2 Yrs.
- At least 2 Yrs.
- If job suits, I do not feel I require changing

37. What is your current Salary drawn? Please show the break up of your salary

Basic					PF	ESIC	Prof. Tax	TDS

39. (A) What is your Salary Expectation? _____

(B) Is your Salary Expectations Negotiable or Non Negotiable?

- Negotiable
- Non-Negotiable

Short Cut Keys:

Word – Command	Write Controls	Excel - Command	WRITE Controls
Undo		For save as	
To open a existing file		Editing in a selected cell	
To save a document		To delete rows	
Bold		To select a whole worksheet	
Justify		To hide rows	
To print a document		To jump form sheet1 to sheet2	
To change a font type		To unhide columns	
To superscript a character		To rename the sheet1	
To subscript a character		To format a cell	
To delete a rows		To replace the find data	
Save as		Redo	
Page setup		To Interchange in worksheets	
Format menu		To delete a single worksheet	
Cut		Paste	
Table menu		Macro	

Sign of the Candidate: _____

Date:_____