

### Machine Learning/Data Science Interview Cheat sheets

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This document contains cheat sheets on various topics asked during a Machine Learning/Data science interview. This document is constantly updated to include more topics.

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## Cheat Sheet – Bias-Variance Tradeoff

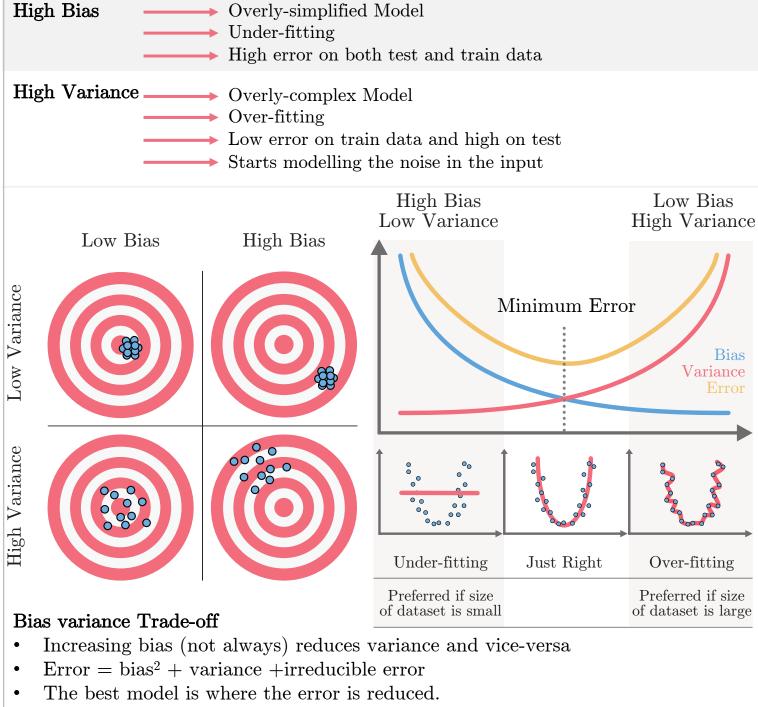
### What is Bias?

- Error between average model prediction and ground truth
- The bias of the estimated function tells us the capacity of the underlying model to predict the values

### What is Variance?

$$eriance = \mathbb{E}\left[\left(f'(x) - \mathbb{E}[f'(x)]\right)^2\right]$$

- Average variability in the model prediction for the given dataset  $variance = \mathbb{E}$
- The variance of the estimated function tells you how much the function can adjust to the change in the dataset

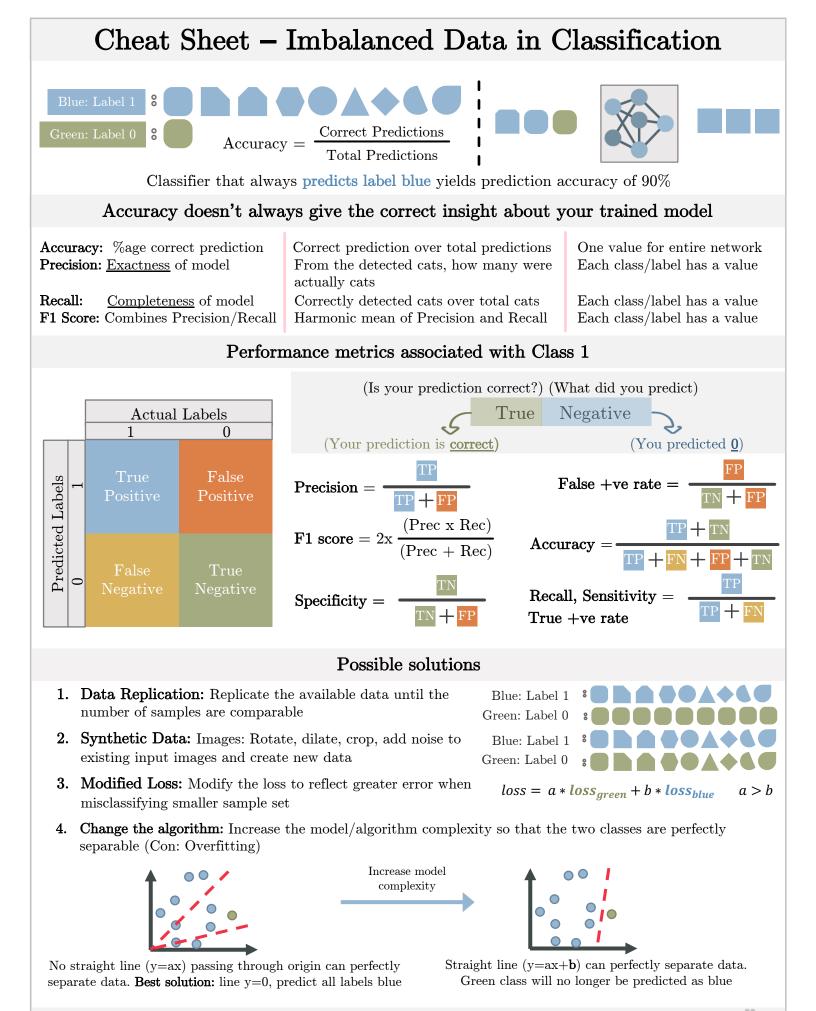


• Compromise between bias and variance

Source: https://www.cheatsheets.aqeel-anwar.com Tutorial: Click here



 $bias = \mathbb{E}[f'(x)] - f(x)$ 



## Cheat Sheet – PCA Dimensionality Reduction

#### What is PCA?

- Based on the dataset find a new set of orthogonal feature vectors in such a way that the data spread is maximum in the direction of the feature vector (or dimension)
- Rates the feature vector in the decreasing order of data spread (or variance)
- The datapoints have maximum variance in the first feature vector, and minimum variance in the last feature vector
- The variance of the datapoints in the direction of feature vector can be termed as a measure of information in that direction.

#### Steps

- 1. Standardize the datapoints
- 2. Find the covariance matrix from the given datapoints
- 3. Carry out eigen-value decomposition of the covariance matrix
- 4. Sort the eigenvalues and eigenvectors

#### Dimensionality Reduction with PCA

• Keep the first m out of n feature vectors rated by PCA. These m vectors will be the best m vectors preserving the maximum information that could have been preserved with m vectors on the given dataset

#### Steps:

- 1. Carry out steps 1-4 from above
- 2. Keep first m feature vectors from the sorted eigenvector matrix
- $V_{reduced} = V[:, 0:m]$

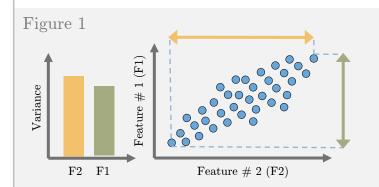
 $X_{new} = \frac{X - mean(X)}{std(X)}$ 

 $\Sigma_{sort} = sort(\Sigma) \ V_{sort} = sort(V, \Sigma_{sort})$ 

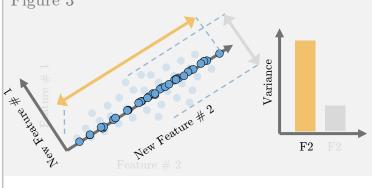
 $C[i,j] = cov(x_i, x_j)$ 

 $C = V \Sigma V^{-1}$ 

- 3. Transform the data for the new basis (feature vectors)  $X_{reduced} = X_{new} \times V_{reduced}$
- 4. The importance of the feature vector is proportional to the magnitude of the eigen value







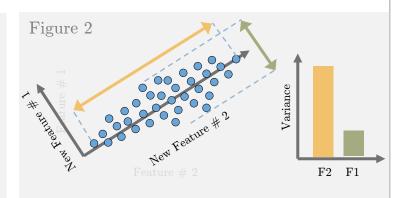


Figure 1: Datapoints with feature vectors as x and y-axis

Figure 2: The cartesian coordinate system is rotated to maximize the standard deviation along any one axis (new feature # 2) Figure 3: Remove the feature vector with minimum standard deviation of datapoints (new feature # 1) and project the data on new feature # 2

Source: https://www.cheatsheets.aqeel-anwar.com



## Cheat Sheet – Bayes Theorem and Classifier

#### What is Bayes' Theorem?

• Describes the probability of an event, based on prior knowledge of conditions that might be related to the event.

$$P(A|B) = \frac{P(B|A)(likelihood) \times P(A)(prior)}{P(B)(evidence)}$$

• How the probability of an event changes when we have knowledge of another event

$$(A) \longrightarrow P(A|B)$$

$$(A) \longrightarrow Usually, a better estimate than P(A)$$

#### Example

• Probability of fire P(F) = 1%

Ρ

- Probability of smoke P(S) = 10%
- Prob of smoke given there is a fire P(S|F) = 90%
- What is the probability that there is a fire given we see a smoke P(F|S)?

$$P(F|S) = \frac{P(S|F) \times P(F)}{P(S)} = \frac{0.9 \times 0.01}{0.1} = 9\%$$

#### Maximum Aposteriori Probability (MAP) Estimation

The MAP estimate of the random variable y, given that we have observed iid  $(x_1, x_2, x_3, ...)$ , is given by. We try to accommodate our prior knowledge when estimating.

$$\hat{y}_{MAP} = argmax_y \quad P(y) \prod_i P(x_i|y)$$

y that maximizes the product of prior and likelihood

#### Maximum Likelihood Estimation (MLE)

The MAP estimate of the random variable y, given that we have observed iid  $(x_1, x_2, x_3, ...)$ , is given by. We assume we don't have any prior knowledge of the quantity being estimated.

$$\hat{y}_{MLE} = argmax_y \prod_i P(x_i|y)$$
 y that maximizes only the likelihood

MLE is a special case of MAP where our prior is uniform (all values are equally likely)

#### Naïve Bayes' Classifier (Instantiation of MAP as classifier)

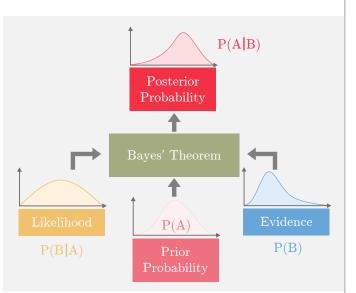
Suppose we have two classes,  $y=y_1$  and  $y=y_2$ . Say we have more than one evidence/features ( $x_1$ ,  $x_2$ ,  $x_3$ , ... ), using Bayes' theorem

$$P(y|x_1, x_2, x_3, \ldots) = \frac{P(x_1, x_2, x_3, \ldots | y) \times P(y)}{P(x_1, x_2, x_3, \ldots)}$$

Naïve Bayes' theorem assumes the features  $(x_1, x_2, ...)$  are i.i.d. i.e  $P(x_1, x_2, x_3, ... | y) = \prod_{i=1}^{n} P(x_i | y)$ 

$$P(y|x_1, x_2, x_3, \ldots) = \prod_i P(x_i|y) \frac{P(y)}{P(x_1, x_2, x_3, \ldots)}$$
$$\hat{y} = y_1 \ if \ \frac{P(y_1|x_1, x_2, x_3, \ldots)}{P(y_2|x_1, x_2, x_3, \ldots)} > 1 \ else \ \hat{y} = y_2$$

Source: https://www.cheatsheets.aqeel-anwar.com



## Cheat Sheet – Regression Analysis

#### What is Regression Analysis?

Fitting a function f(.) to datapoints  $y_i = f(x_i)$  under some error function. Based on the estimated function and error, we have the following types of regression

 $min_{\beta} \sum_{i} \|y_i - f_{\beta}^{linear}(x_i)\|^2$ 

 $f_{\beta}^{inear}(x_i) = \beta_0 + \beta_1 x_i$  $min_{\beta} \sum_{i=0}^{m} \|y_i - f_{\beta}^{poly}(x_i)\|^2$ 

 $f_{\beta}^{poly}(x_i) = \beta_0 + \beta_1 x_i + \beta_2 x_i^2 + \ldots + \beta_k x_i^k$ 

 $min_{\beta} \sum \|y_i - \mathcal{N}\left(f_{\beta}(x_i), \sigma^2\right)\|^2$ 

 $f_{\beta}(x_i) \stackrel{i}{=} f_{\beta}^{poly}(x_i) \text{ or } f_{\beta}^{linear}(x_i)$ 

 $min_{\beta} \sum_{i=0}^{m} \|y_i - f_{\beta}(x_i)\|^2 + \sum_{i=0}^{k} \beta_j^2$ 

 $f_{\beta}(x_i) = f_{\beta}^{poly}(x_i) \text{ or } f_{\beta}^{linear}(x_i)$ 

 $min_{\beta} \sum_{i=0}^{m} \|y_i - f_{\beta}(x_i)\|^2 + \sum_{i=0}^{k} |\beta_j|$ 

 $f_{\beta}(x_i) = f_{\beta}^{poly}(x_i) \text{ or } f_{\beta}^{linear}(x_i)$ 

 $f_{\beta}(x_i) = f_{\beta}^{poly}(x_i) \text{ or } f_{\beta}^{linear}(x_i)$ 

 $\sigma(t) = \frac{1}{1 + e^{-t}}$ 

#### 1. Linear Regression:

Fits a line minimizing the sum of mean-squared error for each datapoint.

2. Polynomial Regression:

Fits a polynomial of order k (k+1 unknowns) minimizing the sum of mean-squared error for each datapoint.

#### 3. Bayesian Regression:

For each datapoint, fits a gaussian distribution by minimizing the mean-squared error. As the number of data points x<sub>i</sub> increases, it converges to point  $\mathcal{N}(\mu, \sigma^2) \to \text{Gaussian}$  with mean  $\mu$  and variance  $\sigma^2$ estimates i.e.  $n \to \infty, \sigma^2 \to 0$ 

#### 4. Ridge Regression:

Can fit either a line, or polynomial minimizing the sum of mean-squared error for each datapoint and the weighted L2 norm of the function parameters beta.

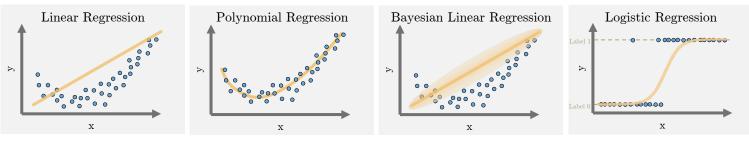
#### 5. LASSO Regression:

Can fit either a line, or polynomial minimizing the the sum of mean-squared error for each datapoint and the weighted L1 norm of the function parameters beta.

6. Logistic Regression:

 $\min_{\beta} \sum_{i} -y_{i} \log\left(\sigma\left(f_{\beta}(x_{i})\right)\right) - (1-y_{i}) \log\left(1-\sigma\left(f_{\beta}(x_{i})\right)\right)$ Can fit either a line, or polynomial with sigmoid activation minimizing the binary cross-entropy loss for each datapoint. The labels y are binary class labels.

#### Visual Representation:



#### Summary:

	What does it fit?	Estimated function	Error Function	
Linear	A line in n dimensions	$f_{\beta}^{linear}(x_i) = \beta_0 + \beta_1 x_i$	$\sum_{i=0}^{m} \ y_i - f_{\beta}(x_i)\ ^2 \cdot$	
Polynomial	A polynomial of order <b>k</b>	$f_{\beta}^{poly}(x_i) = \beta_0 + \beta_1 x_i + \beta_2 x_i^2 + \dots$	$\sum_{i=0}^m \ y_i - f_\beta(x_i)\ ^2 \cdot$	
Bayesian Linear	Gaussian distribution for each point	$\mathcal{N}\left(f_{eta}(x_i),\sigma^2 ight)$	$\sum_{i} \ y_i - \mathcal{N}\left(f_\beta(x_i), \sigma^2\right)\ ^2$	
Ridge	Linear/polynomial	$f_{\beta}^{poly}(x_i) \ or \ f_{\beta}^{linear}(x_i)$	$\sum_{\substack{i=0\\m}}^{m} \ y_i - f_\beta(x_i)\ ^2 + \sum_{\substack{j=0\\n}}^{n} \beta_j^2$	
LASSO	Linear/polynomial	$f_{\beta}^{poly}(x_i) \text{ or } f_{\beta}^{linear}(x_i)$	$\sum_{i=0}^{m} \ y_i - f_{\beta}(x_i)\ ^2 + \sum_{j=0}^{m}  \beta_j $	
Logistic	Linear/polynomial with sigmoid	$\sigma(f_eta(x_i)) \qquad min_eta \sum_i -y_i log$	$q\left(\sigma\left(f_{\beta}(x_{i})\right)\right) - (1 - y_{i})log\left(1 - \sigma\left(f_{\beta}(x_{i})\right)\right)$	

## Cheat Sheet – Regularization in ML

#### What is Regularization in ML?

- Regularization is an approach to address over-fitting in ML.
- Overfitted model fails to generalize estimations on test data
- When the underlying model to be learned is low bias/high variance, or when we have small amount of data, the estimated model is prone to over-fitting.
- Regularization reduces the variance of the model

#### Types of Regularization:

#### 1. Modify the loss function:

• L2 Regularization: Prevents the weights from getting too large (defined by L2 norm). Larger the weights, more complex the model is, more chances of overfitting.

$$loss = error(y, \hat{y}) + \lambda \sum_{j} \beta_{j}^{2} \quad \lambda \ge 0, \ \lambda \propto model \ bias, \ \lambda \propto \frac{1}{model \ variance}$$

• L1 Regularization: Prevents the weights from getting too large (defined by L1 norm). Larger the weights, more complex the model is, more chances of overfitting. L1 regularization introduces sparsity in the weights. It forces more weights to be zero, than reducing the the average magnitude of all weights

$$loss = error(y, \hat{y}) + \lambda \sum_{j} |\beta_{j}| \quad \lambda \ge 0, \ \lambda \propto model \ bias, \ \lambda \propto \frac{1}{model \ variance}$$

• Entropy: Used for the models that output probability. Forces the probability distribution towards uniform distribution.

$$loss = error(p, \hat{p}) - \lambda \sum_{i} \hat{p}_{i} log(\hat{p}_{i}) \qquad \lambda \geq 0, \ \lambda \propto model \ bias, \ \lambda \propto \frac{1}{model \ variance}$$

#### 2. Modify data sampling:

- Data augmentation: Create more data from available data by randomly cropping, dilating, rotating, adding small amount of noise etc.
- K-fold Cross-validation: Divide the data into k groups. Train on (k-1) groups and test on 1 group. Try all k possible combinations.

#### 3. Change training approach:

- Injecting noise: Add random noise to the weights when they are being learned. It pushes the model to be relatively insensitive to small variations in the weights, hence regularization
- **Dropout:** Generally used for neural networks. Connections between consecutive layers are randomly dropped based on a dropout-ratio and the remaining network is trained in the current iteration. In the next iteration, another set of random connections are dropped.

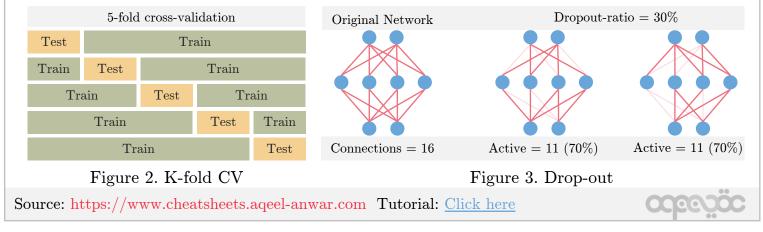


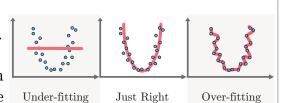
Figure 1. Overfitting

Preferred if size

of dataset is large

Preferred if size

of dataset is small



## Cheat Sheet – Convolutional Neural Network

#### **Convolutional Neural Network:**

The data gets into the CNN through the input layer and passes through various hidden layers before getting to the output layer. The output of the network is compared to the actual labels in terms of loss or error. The partial derivatives of this loss w.r.t the trainable weights are calculated, and the weights are updated through one of the various methods using backpropagation.

#### **CNN** Template:

3.

a.

b.

c.

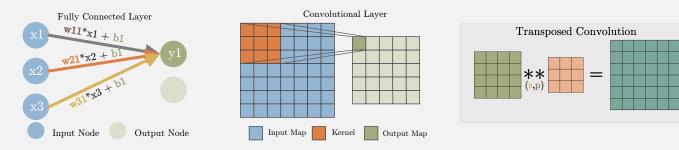
0 O

Sigmoid

0

Most of the commonly used hidden layers (not all) follow a pattern

- 1. Layer function: Basic transforming function such as convolutional or fully connected layer.
- a. Fully Connected: Linear functions between the input and the
- a. Octividuational Layers: These layers are applied to 2D (3D) input feature maps. The trainable weights are a 2D (3D) kernel/filter that moves across the input feature map, generating dot products with the overlapping region of the input feature map.
- b.Transposed Convolutional (DeConvolutional) Layer: Usually used to increase the size of the output feature map (Upsampling) The idea behind the transposed convolutional layer is to undo (not exactly) the convolutional layer



**Pooling:** Non-trainable layer to change the size of the feature map 2.

Activation: Introduce non-linearity so

efficiently map non-linear complex mapping.

 $\Gamma anh$ 

0

-1

0

Bounded functions: tanh, sigmoid

 $\beta = 1.0$ 

1/(1 +

1), x < 0

Non-parametric/Static functions: Linear, ReLU

Parametric functions: ELU, tanh, sigmoid, Leaky ReLU

 $tanh(\alpha x)$ 

Ó

 $max(\beta x, x)$ 

 $\alpha = 10.0$ 

ReLU

Linear

0

0

-1

- Max/Average Pooling: Decrease the spatial size of the input layer based on a. selecting the maximum/average value in receptive field defined by the kernel
- **b**. **UnPooling:** A non-trainable layer used to increase the spatial size of the input layer based on placing the input pixel at a certain index in the receptive field of the output defined by the kernel.
- **3.** Normalization: Usually used just before the activation functions to limit the unbounded activation from increasing the output layer values too high
- Output Local Response Normalization LRN: A non-trainable layer that square-normalizes the pixel values in a feature map ล. within a local neighborhood.
- **Batch Normalization:** A trainable approach to normalizing the data by learning scale and shift variable during training. b.

can

CNN

max(x,0)

Ó

5. Loss function: Quantifies how far off the CNN prediction is from the actual labels.

Type: max'pool - Stride: 1 Padding: 1

0

0

0

0 0

Regression Loss Functions: MAE, MSE, Huber loss a.

4.3 5 12

12 12 6

8.5 8.4

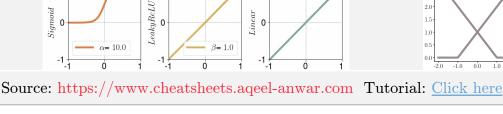
8.3 5.8 9.7

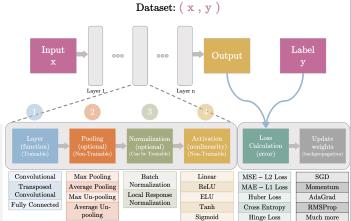
7.6 6 10

3.9 11 5.7 3.6 11

13 7.1

- b. Classification Loss Functions: Cross entropy, Hinge loss
  - MAE Loss Huber L MSE Los  $mse = (x - \hat{x})^2$  $\begin{cases} \frac{1}{2}(x - \hat{x})^2 \\ \gamma |x - \hat{x}| - \frac{1}{2}\gamma^2 \end{cases}$ 1.75 3.0 1.3 1.25 1.25 2.0 1.0 1.0 0.75 0.7 1.0 0.5 0.5 0.5 0.25 0.25 0.0 0.0 0.0 0.0 1.0 2.0 1.0 0.0 1.0 Hinge Loss Cross Entropy Los 3.0 -ylog(p) - (1 - y)log(1 - p) $ax(0, 1 - \hat{x})$  : x = 1 $ax(0, 1 + \hat{x})$  : x = -18.0 2.3 2.0 6.0 1.3 4.0 1.0 2.0 0.5





## Cheat Sheet – Famous CNNs

#### AlexNet - 2012

Why: AlexNet was born out of the need to improve the results of the ImageNet challenge.

What: The network consists of 5 Convolutional (CONV) layers and 3 Fully Connected (FC) layers. The activation used is the Rectified Linear Unit (ReLU).

**How:** Data augmentation is carried out to reduce over-fitting, Uses Local response localization.

#### VGGNet - 2014

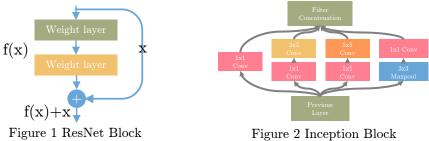
**Why:** VGGNet was born out of the need to reduce the # of parameters in the CONV layers and improve on training time

What: There are multiple variants of VGGNet (VGG16, VGG19, etc.) How: The important point to note here is that all the conv kernels are of size 3x3 and maxpool kernels are of size 2x2 with a stride of two.

#### ResNet - 2015

Why: Neural Networks are notorious for not being able to find a simpler mapping when it exists. ResNet solves that.

What: There are multiple versions of ResNetXX architectures where 'XX' denotes the number of layers. The most used ones are ResNet50 and ResNet101. Since the vanishing gradient problem was taken care of (more about it in the How part), CNN started to get deeper and deeper How: ResNet architecture makes use of shortcut connections do solve the vanishing gradient problem. The basic building block of ResNet is a Residual block that is repeated throughout the network.



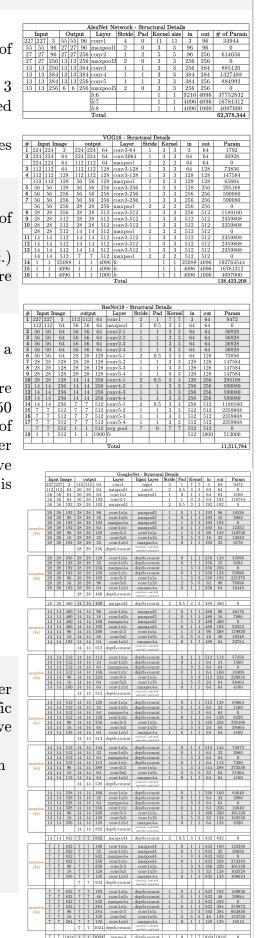
#### Inception -2014

Why: Lager kernels are preferred for more global features, on the other hand, smaller kernels provide good results in detecting area-specific features. For effective recognition of such a variable-sized feature, we need kernels of different sizes. That is what Inception does.

What: The Inception network architecture consists of several inception modules of the following structure. Each inception module consists of four operations in parallel, 1x1 conv layer, 3x3 conv layer, 5x5 conv layer, max pooling

**How:** Inception increases the network space from which the best network is to be chosen via training. Each inception module can capture salient features at different levels.

Comparison					
Network	Year	Salient Feature	top5 accuracy	Parameters	FLOP
AlexNet	2012	Deeper	84.70%	62M	1.5B
VGGNet	2014	Fixed-size kernels	92.30%	138M	19.6B
Inception	2014	Wider - Parallel kernels	93.30%	6.4M	2B
ResNet-152	2015	Shortcut connections	95.51%	60.3M	11B



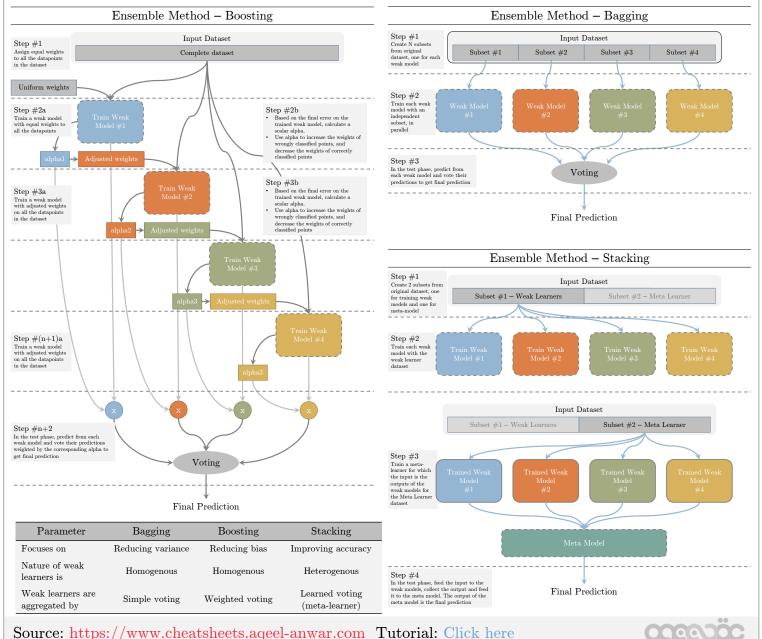
## Cheat Sheet – Ensemble Learning in ML

#### What is Ensemble Learning? Wisdom of the crowd

Combine multiple weak models/learners into one predictive model to reduce bias, variance and/or improve accuracy.

#### Types of Ensemble Learning: N number of weak learners

- **1.Bagging:** Trains N different weak models (usually of same types homogenous) with N non-overlapping subset of the input dataset in parallel. In the test phase, each model is evaluated. The label with the greatest number of predictions is selected as the prediction. Bagging methods reduces variance of the prediction
- **2.Boosting:** Trains N different weak models (usually of same types homogenous) with the complete dataset in a sequential order. The datapoints wrongly classified with previous weak model is provided more weights to that they can be classified by the next weak leaner properly. In the test phase, each model is evaluated and based on the test error of each weak model, the prediction is weighted for voting. Boosting methods decreases the bias of the prediction.
- **3.Stacking:** Trains N different weak models (usually of different types heterogenous) with one of the two subsets of the dataset in parallel. Once the weak learners are trained, they are used to trained a meta learner to combine their predictions and carry out final prediction using the other subset. In test phase, each model predicts its label, these set of labels are fed to the meta learner which generates the final prediction.



The block diagrams, and comparison table for each of these three methods can be seen below.

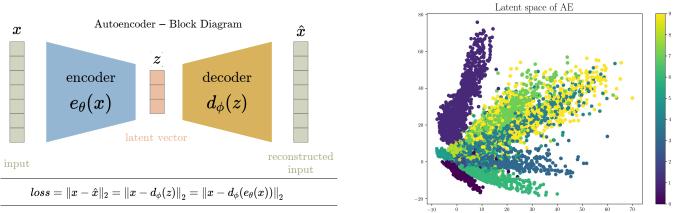
## Cheat Sheet – Autoencoder & Variational Autoencoder

#### Context – Data Compression

• Data compression is an essential phase in training a network. The idea is to compress the data so that the same amount of information can be represented by fewer bits.

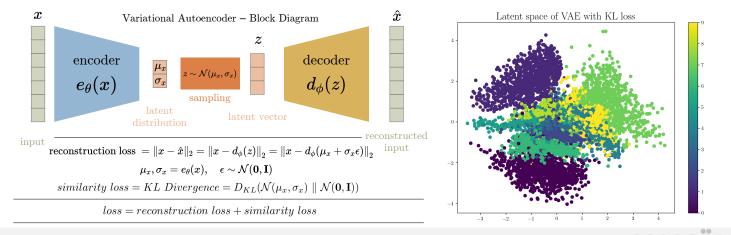
#### Auto Encoder (AE)

- Autoencoder is used to learn efficient embeddings of unlabeled data for a given network configuration. It consists of two parts, an **encoder**, and a **decoder**.
- The encoder compresses the data from a higher-dimensional space to a lower-dimensional space (also called the latent space), while the decoder converts the latent space back to higher-dimensional space.
- The entire encoder-decoder architecture is collectively trained on the loss function which encourages that the input is reconstructed at the output. Hence the loss function is the mean squared error between the encoder input and the decoder output.
- The latent variable is not regularized. Picking a random latent variable will generate garbage output.
- Latent variable is deterministic values and the space lacks the generative capability



#### Variational Auto Encoder (VAE)

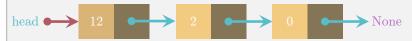
- Variational autoencoder addresses the issue of non-regularized latent space in autoencoder and provides the generative capability to the entire space.
- Instead of outputting the vectors in the latent space, the encoder of VAE outputs parameters of a pre-defined distribution in the latent space for every input.
- The VAE then imposes a constraint on this latent distribution forcing it to be a normal distribution.
- The latent variable in the compressed form is mean and variance
- The training loss of VAE is defined as the sum of the reconstruction loss and the similarity loss (the KL divergence between the unit gaussian and decoder output distribution.
- The latent variable is smooth and continuous i.e., random values of latent variable generates meaningful output at the decoder, hence the latent space has generative capabilities.
- The input of the decoder is sampled from a gaussian with mean/variance of the output of encoder.



## Cheat Sheet – Data Structures

#### 1. List

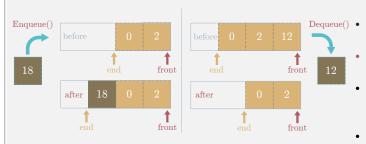
- Ordered collection of elements
- The position of each element is defined by the *index*
- The elements can be accessed in *any order*



- Each linked list element contains both the values and the address (pointer) to the next linked list element.
- Hence the linked list can only be traversed sequentially going through each element at a time

#### 3. Stack

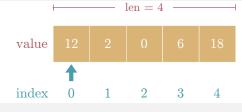
- Stack is a sequential data structure which maintains the order of elements as they were inserted in.
- Last In First Out (LIFO) order, which means that the elements can only be accessed in the *reverse order* as they were inserted into the stack.
- The element to be *inserted last*, will the *first one to get removed* from the stack.
- **Push()** adds an element at the *head* of the stack, while **pop()** removes an element from the *head* of the stack
- A real-life example of a stack is a stack of kitchen plates



#### 5. HashTable

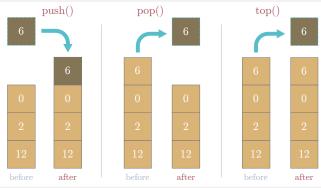
- Creates *paired assignments* (key mapped to values) so the pairs can be accessed in constant time
- For each *(key, value)* pair, the key is passed through a hash function to create a unique physical address for the value to be stored in the memory.
- Hash function can end up generating the same physical address for different keys. This is called a *collision*.

root



### 2. Linked List

- Linked List does not have their order defined by their physical placement in the memory.
- Contiguous elements of the linked list are not placed adjacent to each other in the memory.



#### 4. Queue

A queue is a sequential data structure that maintains the order of elements as they were inserted in

- First In First Out (**FIFO**), the element to be *inserted first*, will the *first one to get removed* from the queue
- Whenever an element is added (Enqueue()) it is added to the **end** of the queue. On the other hand, element removal (Dequeue()) is done from the **front** of the queue.
- A real-life example is a check-out line at a grocery store

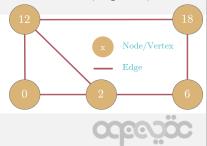


4. Tree

- Maintains a hierarchical relation between its elements.
- **Root Node** The node at the top of the tree
- Parent Node Any node that has at least one child
- Child Node The successor of a parent node is known as a child node. A node can be both a parent and a child node. The root is never a child node. Leaf Node The node which does not have any child node.
- Traversing Passing through the nodes in a certain order, e.g BFS, DFS

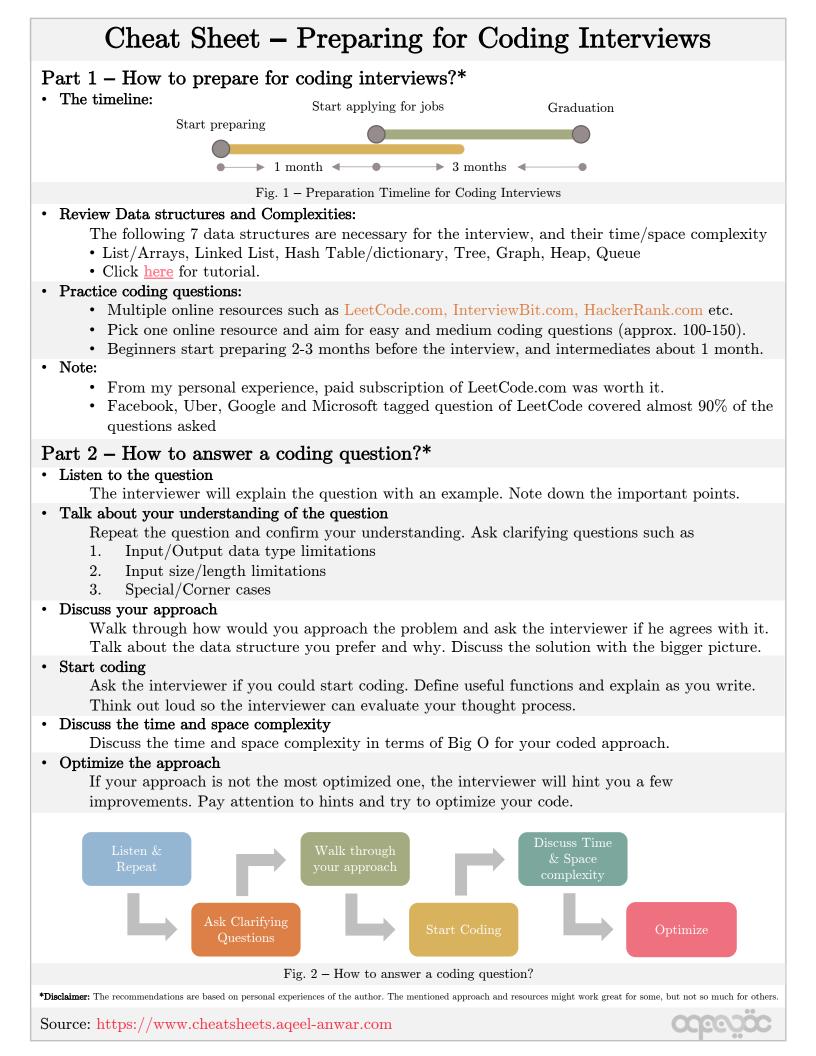
#### 4. Graph

- A graph is a *pair of sets (V, E)*, where V is set of all the vertices, E is set of all edges.
- A neighbor of a node is set of all vertices connected with that node through an edge.
- As opposed to trees, a graph can be cyclic, which means starting from a node and following the edges, you can end up on the same node



Source: https://www.cheatsheets.aqeel-anwar.com Tutorial: Click here

y mapped to values) so the at time key is passed through a key0 val



# How to prepare for behavioral interview?

Collect stories, assign keywords, practice the STAR format



Keywords		List important keywords that will be populated with your personal stories. Most common keywords are given in the table below			
Conflict Resolution	Negotiation	Compromise to achieve goal	Creativity	Flexibility	Convincing
Handling Crisis	Challenging Situation	Working with difficult people	Another team priorities not aligned	Adjust to a colleague style	Take Stand
Handling –ve feedback	Coworker view of you	Working with a deadline	Your strength	Your weakness	Influence Others
Handling failure	Handling unexpected situation	Converting challenge to opportunity	Decision without enough data	Conflict Resolution	Mentorship/ Leadership

# Stories

1/4

- 1. List all the organizations you have been a part of. For example
  - 1. Academia: BSc, MSc, PhD
  - 2. Industry: Jobs, Internship
  - 3. Societies: Cultural, Technical, Sports
- 2. Think of stories from step 1 that can fall into one of the keywords categories. The more stories the better. You should have at least 10-15 stories.
- 3. Create a summary table by assigning multiple keywords to each stories. This will help you filter out the stories when the question asked in the interview. An example can be seen below

Story 1:	[Convincing] [Take Stand] [influence other]
Story 2:	[Mentorship] [Leadership]
Story 3:	[Conflict resolution] [Negotiation]
Story 4:	[decision-without-enough-data]

# **STAR Format**

Write down the stories in the STAR format as explained in the 2/4 part of this cheat sheet. This will help you practice the organization of story in a meaningful way.

Icon Source: www.flaticon.com

# How to prepare for behavioral interview?

Direct<sup>\*</sup>, meaningful<sup>\*</sup>, personalized<sup>\*</sup>, logical<sup>\*</sup> \*(Respective colors are used to identify these characteristics in the example)



Example: "Tell us about a time when you had to convince senior executives"

## Situation

2/4

Explain the situation and provide necessary context for your story.



"I worked as an intern in XYZ company in the summer of 2019. The project details provided to me was elaborative. After some initial brainstorming, and research I realized that the project approach can be modified to make it more efficient in terms of the underlying KPIs. I decided to talk to my manager about it."

## Task

Explain the task and your responsibility in the situation

"I had an hour-long call with my manager and explained him in detail the proposed approach and how it could improve the KPIs. I was able to convince him. He asked me if I will be able to present my proposed approach for approval in front of the higher executives. I agreed to it. I was working out of the ABC(city) office and the executives need to fly in from XYZ(city) office."

## Action

Walk through the steps and actions you took to address the issue



"I did a quick background check on the executives to know better about their area of expertise so that I can convince them accordingly. I prepared an elaborative 15 slide presentation starting with explaining their approach, moving onto my proposed approach and finally comparing them on preliminary results.

## Result

State the outcome of the result of your actions

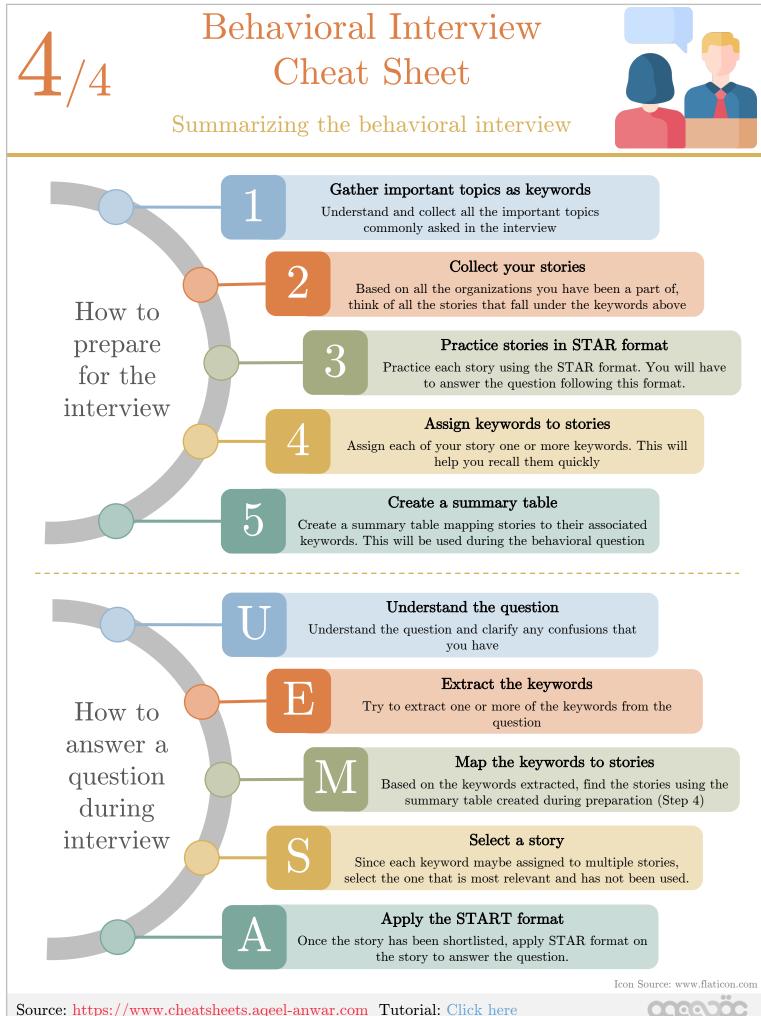
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"After some active discussion we were able to establish that the proposed approach was better than the initial one. The executives proposed a few small changes to my approach and really appreciated my stand. At the end of my internship, I was selected among the 3 out of 68 interns who got to meet the senior vice president of the company over lunch."

Icon Source: www.flaticon.com

How	to answer a
<b>3</b> /4 behavi	oral question?
Understand, Ext	ract, Map, Select and Apply
<b>Example:</b> "Tell us about a t	time when you had to convince senior executives"
Understand	Understand the question Example: A story where I was able to convince my seniors. Maybe they had something in mind, and I had a better approach and tried to convince them
Extract	Extract keywords and tags Extract useful keywords that encapsulates the gist of the question Example: [Convincing], [Creative], [Leadership]
Map	Map the keyword to your stories Shortlist all the stories that fall under the keywords extracted from previous step Example: Story1, Story2, Story3, Story4,, Story N
Select	Select the best story From the shortlisted stories, pick the one that best describes the question and has not been used so far in the interview Example: Story3
Apply	Apply the STAR method Apply the STAR method on the selected story to answer the question Example: See Cheat Sheet 2/3 for details

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#### Feedback:

If you find any error in the cheat sheets, please provide your feedback here

#### Version History

- Version 0.1.0.3 Dec 25, 2021
  - Added cheat sheets: Autoencoder and Variational Autoencoder
- Version 0.1.0.2 May 19, 2021
  - Added cheat sheets: Data structures and Preparing for Coding Interview
  - Added tutorial links at the end of each cheat sheet
- Version 0.1.0.1 Apr 05, 2021 Fixed minor typo issues in Baye's Theorem, Regression analysis and Classifier and PCA dimensionality reduction cheat sheets.
- Version 0.1.0.0 Mar 30, 2021 Initial draft with nine basics of ML and two behavioral interview cheat sheets.