



Typical Interview Questions

(Below are some examples of general questions asked. Prepare and **rehearse** the appropriate one's)

- Why are you interested in this job/dept (3-4 examples)
- Why are you interested in this company (3-4 example)
- Tell me about yourself (1-2 minutes)
- What can you bring to this job/company(3-4 mins)
- Why did you leave your previous jobs
- What did you like/dislike about your previous jobs
- What aspects of your work do you consider are most important
- What is the most responsible/challenging duty/task you have performed
- What else should I know about your qualifications for this job
- How do you like to be managed
- What motivates you
- What makes you angry in work
- What personally frustrates you at work?
- What kind of things bother you most about your job
- What 3 words would describe your personality best
- What are your career aspirations
- How much money are you seeking?
- What else should I know about you?
- Why should I offer this job to you, rather than someone with more experience/skills than you?

COMPETENCY BASED QUESTIONS

Some employers will test how competent you are. They can establish this by asking some questions that mean you need to draw on personal experience. Here are some examples, it is best to be well prepared for these!

- Describe a situation where you have had to communicate a complicated idea to a colleague. How successful were you? What made it complex?
- What kind of written work does your current job require? Can you give me some examples of the more significant pieces of work? What made them significant? How were they received?
- What is the most difficult/important presentation you have had to make in your current/past roles? How did you prepare? How did you hold the attention of your audience? What was the outcome?
- What experience do you have of working within a team? What role do you tend to take? What impact does that have?
- How do you share/encourage ideas from others? Give me an example.
- How have you taken the important decisions that have affected your career?
- What has been the hardest decision you have had to take in your current/last job? What reasons make the decision hard to take?
- Can you think of an example of a good decision you have taken recently? What options did you have? Why do you think your choice was the right one?

EXTRA TIPS

- Professional yet friendly manner - always shake hands with your interviewer, on arrival and departure
- Maintain eye contact
- Tell the client if you want the job!
- Ask if they have any reservations about employing you (gives you the chance to overcome any worries they may have)
- Prepare questions to ask, write them down and take into the interview with you along with any job spec, company literature, certificates and spare copies of your CV
- **ALWAYS** wear business attire (even if the company dress code is casual) - a smart business suit, clean/shined shoes, minimal jewellery