

INTERVIEW QUESTIONS FREQUENTLY ASKED BY POTENTIAL EMPLOYERS

Tell me about yourself.

The interviewer wants to hear a short summary of your qualifications, career history and skills – in particular what you will bring to the new role.

Explain your most recent role and what you did on a day-to-day basis.

Describe how you fit into your department and what your reporting lines were. Talk about with whom you interacted and your key responsibilities. Limit this to five minutes maximum.

What are your strengths and weaknesses?

Strengths should always be backed up with examples. Weaknesses should be turned into strengths.

Why do you want to work for this company?

Emphasise positive reasons why you want to work for the company, avoid mentioning aspects such as more money or shorter hours.

What is your greatest achievement in work to date?

Identify the skills that you used, what were the results and the benefit it gave your employer and how it impacted the business

Why should I hire you?

Keep it brief and to the point. Each point should demonstrate your relevant skills and experience for the job in question. A precise answer shows that you understand the role.

Why do you want to leave your current job?

Avoid stating personal reasons, such as 'I didn't fit in with the company environment.' Instead consider using one of the following reasons such as looking for a more challenging role, location, career advancement and job security.

How do you handle criticism of your work?

Try to portray an attitude that all criticism is beneficial, and provides a chance for improvement. Give an example of a poor idea that was criticised, rather than sub-standard work, which you had produced.

Have you ever come across a difficult situation at work and how did you handle it?

Make sure it is a work-based problem that did not originate from you. Keep your answer simple and to the point.