

## FREQUENTLY ASKED INTERVIEW QUESTIONS

The following questions always seem to come up, so be prepared prior to the interview with how you're going to answer them:

### **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.