



Interview Questions

**Unsure of what you will be asked at an interview?
Here are some examples of interview questions, remember
always be honest when answering the questions!**

What do you know about this organisation? What do you know about the position you have applied for?

Tell me about yourself

What attracted you to this position? Why would you like to work for this organisation?

What are your strengths? What are your weaknesses?

Do you prefer to work alone or as part of a team?

Why should we employ you?

Where do you see yourself in 5 years time?

What sort of Management style do you prefer?

Why do you want to leave your current job/why did you leave your previous job?

What did you like best about your previous job? What didn't you like?

What was your relationship like with your last manager?

What sort of people do you find it difficult to work with?

If you could wave a magic wand and be or do anything you wanted to, what would it be?

Give me an example of when you have had to work to a deadline?

Give me an example of when you have been put under pressure, how did you cope?

What do you look for in a job?

How would your friends describe you? How would your Manager describe you?

What other positions are you currently considering?

Can you give me an example of a time when you have dealt with a difficult/angry customer? How did you deal with it? What was the outcome?

Is there anything you would like to ask us? (please turn over for tips on how to answer this question)

Questions for you to ask

At the end of the interview it is important to ask a few questions, this shows interest in the position. Make sure you do not ask things the interviewer has already told you during the interview!

Could you describe a typical day in this role?

Why has this position become vacant?

What are the hours?

What are the benefits of working for this organisation?

Is it possible for you to show me the office I would be working in, should I be successful?

How many people are there in the team/department?

When will you be making a decision on who you will employ?

When would you like someone to start?

Who would supervise me on a daily basis?

What kind of training is provided or available?

Is there a dress code?

Is there any overtime available/required?

What are the advancement/promotion opportunities?

Do you carry out annual appraisals? What does this involve?

What would you like to see done differently by the next person who fills this position?

Who are the main contacts/departments within the company that I will deal with on a daily basis?

Will you be holding second interviews? Will there be any tests/assessments included?

Do you hold company meetings/updates regularly for your staff?

These questions are presented only as interview guidelines, they are meant to help you prepare for an interview. Some questions may or may not be appropriate for your interviewing situation.

By practicing your response to some of these questions over the page, and planning which of the above you will ask the interviewer, hopefully you will not be taken off guard. Most importantly relax, smile, be professional and before you know it.....you'll be in your next job!