

## Interview Tips

Interviews can involve answering a large range of questions, often dependant on the job you are applying for.

However, there are many questions which you could be asked whatever job you happen to be applying for.

Questions may be asked in an open or closed way. Closed questions usually have “yes” or “no” as the only possible answer. Open questions allow you freedom to give a fuller answer and to explain in more detail.

Think how you would answer each one. In all cases, back up your answers with examples:

- Tell me about yourself
- Are you well organised?
- What are you good at? What are your strengths?
- Do you get on with people?
- Do you like working with people?
- How do you behave in a crisis, or when under pressure?
- Can you use a computer?
- Can you speak any languages?
- What motivates you?

- **How do others see you?**

What would your last boss/colleagues say about you/describe you?

What will you be remembered for in your current/last job?

- **How do you get on with others?**

What sort of people do you most like working with?

What contribution do you/have you made to a team?

How would you deal with a difficult person on your team?

- **What are the positive things about your current/previous job(s) or work placement?**

What do/did you like most about your current/last job/work placement?

What gave you the most satisfaction in your last job/work placement?

What are you most proud of in your current/last job/work placement?

What was the most interesting or rewarding job or task you have ever tackled?

- **What are the negative things about your current/previous job(s) or work placement?**

What do/did you find more difficult in your current/last job/work placement?

What was the biggest problem you have ever had to overcome?

How do you handle criticism? Describe a situation when your work was criticised.

What do/did you like least about your current/last job/work placement?

Why did you leave your last job/work placement?

Why were you made redundant/chosen for redundancy?

Why do you change jobs so often?

Why did you stay so long with one employer?

If you had your time over again, what would you change/do differently?

With hindsight would you have chosen a different career path?

▪ **What you want from your job?**

How ambitious are you?  
What do you see as the next step in your career?  
What are your long term aims?  
Where do you see yourself in 5-10 years time?  
What are the most important things you want from a job?  
How important is employment, money, status, etc. to you?  
What is the ideal job for you?

▪ **Outside work**

What are your hobbies and interests?  
What do you do to keep fit or reduce stress?

▪ **Research and Fitting in**

What do you know about this company?  
Why do you wish to work for this company?  
What attracted you to work for this company?  
What interests you in the job/position?  
Why should we employ you?  
What makes you think you will fit in?  
What experience do you have of this type of work?  
What would you bring to this job?  
What would you not want to do in a/this job?

▪ **Personal Development**

What training have you done in the last year?  
Are you interested in training?  
What have you learned/did you learn from your last job?  
How do you keep up to date with changes in technology?

Make sure you practice these questions and prepare concise answers for as many as possible, you are certain to be asked at least some of these at nearly all interviews.