



Common Interview Questions

Tell me about yourself

Give a brief, concise description of your key strengths, skills and qualifications. Concentrate on skills which are relevant to the role you are applying for.

Why do you want to work here?

The interviewer is trying to determine your enthusiasm for the role and how much you know about the company. Make sure that you have done your research beforehand and can show that you will be the right fit for the role.

What are your strengths?

Mention 3 or 4 of your key strengths and give examples of how you have demonstrated them successfully in the past. Remember that when you back it up with actual examples it becomes real.

What are your weaknesses?

Mention one “area for improvement” and show what steps you are taking to overcome it. Do not pick something which will affect your ability to do the job well.

What have been your achievements to date?

Select one or two recent accomplishments which can be directly related to the job. Describe the situation, the task required, the action you took, and the result.

What is the most difficult situation you have faced at work?

Choose a tough work situation which was not caused by you. This question allows you to demonstrate your problem solving skills.

What did you like / dislike about your last job?

Focus on what you have enjoyed in a previous role and be careful not to criticise a previous employer or workmate.

Why did you leave your last job?

Reflect positively on your last employer but mention that you are looking for more variety of experience, more responsibility, more challenges and a change of environment.

What are your goals for the future? / Where do you see yourself in 5 years' time?

This question is designed to test your commitment and help them to decide whether you will be around for long enough to justify training you up for the role.

How do you respond to working under pressure?

The interviewer wants to know whether you can stay calm under pressure and use your problem solving skills. Give an example of a time when you have been in a pressured situation (not caused by you) and how you worked your way through it.



How would you rate out of 10 your time management skills?

An answer which is less than 8 will not win the job.

Tell me about a time when you have encountered conflict in the workplace. Please tell me what happened and how you handled the situation.

This is checking your problem solving and negotiating skills as well as your maturity. It may have been a situation where you were the peacemaker or you needed to speak to a colleague confidentially, or if the conflict could not be resolved, you had to speak to your supervisor.

Tell me about a successful team project you have been involved in. What was your role and how did you contribute to success?

The interviewer is checking your interpersonal skills and team contribution. Your answer must show an awareness of what good teamwork is, including honest communication, a shared purpose, effective problem solving and the value of teamwork.

Do you have any questions you would like to ask?

Always use this opportunity to ask some questions of your own. You could ask about the dress code, or how the roster is published, who will be your manager, what on the job training is provided, etc. These questions show that you have an understanding of what the job will involve and enable the interviewer to see you fitting into the role.