



General Interview Question

Congratulations on securing an interview.

The more you prepare the more confident you will be in the interview.

Think about questions that assess your skills and experience that you might be asked and consider how you will answer (see Preparing for an interview sheet)

We have selected a list of general interview questions and ways of answering them.

Tell me about yourself?

This question will give you the opportunity to discuss your career and talk through your CV. Use this as an opportunity to sell yourself focussing on skills and accomplishments that are relevant to the job that you are applying for. Learn to be proud of your many achievements, you will find it easier to sell yourself in an interview.

Why are you interested in the role?

This question might be worded slightly differently “why do you want this job”. It gives you the opportunity to discuss what excites you about the role and to demonstrate what skills qualify you for the role. You can also use this question to show that you have done your homework by researching the company “what is their mission statement”, look extensively at the website, look for recent posts, follow the company on LinkedIn.

What motivates you?

Think about the role that you are interviewing for and apply your answer based on the requirements of the job. For example, if the job that you have applied for is a customer service role “I am a people person, I love to help people and I enjoy problem solving. One time I stayed late to help a customer who was really having issues understanding our payment structure. I guided them through their invoice twice and the client sent an email to my supervisor to express her thanks”

How do you handle stress?

Employers want to know that you can handle tight deadlines or unforeseen issues that might occur.

Think of an example, maybe you were given a project to do and how you managed to breakdown the project into tasks which took the pressure off. How you successfully completed the project and you were really proud of your work.

What is your biggest Weakness?

Turning this question into something positive can be challenging but if you think about how you will answer this question in advance it won't be difficult. Never give a weakness that will negatively

impact on the job that you are going for. For example, if you are going for a role as a bookkeeper, you shouldn't tell the interviewer that you lack accuracy with figures and accounts! Don't be nervous of this question, everyone has something that they can improve on. A good answer to the "what is your biggest weakness" question might be "In my last role I felt that I needed more experience with Excel so did an online excel course".

Here are a few other suggestions

"I sometimes struggle with asking for help"

"I can sometimes stress when a project over runs"

"I focus too much on the detail"

"I have trouble saying no"

The Interviewer will want to hear how you have overcome the weakness or how you intend to overcome it.

Describe a typical workday?

By asking this question the interviewer is trying to gauge what responsibilities you currently have and how they compare to the skills that they are looking for. To have the answer to this question ready have a look at the required skills and experience on the job spec. Make a list of your current duties and think about how your current duties demonstrate that you have the required skill you should also talk about similar skills and transferrable skills.

The above list is a short list of typical interview questions. We have listed below some more typical interview questions that you might want to think about how you will answer. Please note that you can access lots of assistance with interviewing skills via Google, YouTube or LinkedIn

What qualities do you think you need for the role?

Why do you think that you are the right person for the job?

Where do you see yourself in 5 years' time?

How do you stay organised in the workplace?

What is your proudest professional achievement?

What would you like to accomplish in your first 30 days?

What do you know about this company?

What are your salary expectations?

What can you contribute to the company?

What is your biggest strength?

How do you measure success?