

Common Interview Questions (Close the Deal)

Many questions at interview will offer you opportunities to talk about your skills, strengths and achievements. Whenever possible, an answer that includes a specific example showing you've used a feature (knowledge or strength) to produce a result will be more persuasive than a flat assertion.

Use the categories under which questions are listed below as clues to what the interviewer is trying to find out. Your answers may be different for different positions, as they will be focused on how to "make the match" between what you know about the position and your qualifications to do the job.

How you see yourself

- Tell me about yourself or How would you describe yourself?
- What are you good at? What are your key strengths?
- What 3 personal qualities do you possess that will help you in this job?
- How do you behave in a crisis/when under pressure?
- What motivates/drives you?
- How would you describe your style? (Leadership style, working style, etc.)
- What does success mean to you?

How you see and interact with others

- How would you describe the best/worst boss you have worked for?
- What type of people do you most like working/associating with?
- When have you had to do something that was difficult or unpopular? How did you tackle it and overcome objections/difficulties?
- What sort of people do you find most difficult to work with?
- How do you get on with your peers? How well do you fit into a group/team situation?
- What contribution have you made to a group/team?
- What are you looking for in your next boss/team....?

How others see you

- What would your boss/peers/referees say about you?
- What will you be remembered for?

What you want from your job / motivation

- How ambitious are you? How interested are you in promotion?
- What are your long-term career aims? Where do you see yourself in 2/5 years time?
- What are the most important factors you require in a job?
- What is the ideal job for you? What other careers have you considered and why?

Positive and negative aspects of your work

- What gave you the most satisfaction in your last job/organisation?
- What was the most interesting or rewarding job or assignment you have ever tackled?
- What have you done to make a significant impact in your time/in your work?
- What would you have liked to have done more of in your last job?
- What are your weaknesses? What do/did you find most difficult or like least in your work?
- What was the biggest problem you have ever had to overcome?
- How do you handle criticism/rejection?
- If you had your time over again what would you change/do differently?

Research and fitting in

- What do you know about this company? Why do you wish to work for this company?
- What interests you in the job/position?
- Why should we employ/choose you?
- How do you think you will fit in with/adjust to our working culture?
- What preparation did you do for this interview?
- What would you bring to this job?
- What would be the first thing you would take action on?

Personal development and relaxation

- What qualifications/training have you gained/undertaken in the last year?
- What evidence do you have to show your interest in personal development?
- What have you learned/did you learn from your last/current role or assignment?
- What was your biggest learning opportunity? What did you learn? How do you learn best?
- What or who had the greatest impact on your career/personal development?
- How do you keep up to date with changes in your field?
- What do you do in your leisure time? How do you unwind from the stresses of life?
- How do you handle change?