

TIPS ON HOW TO ANSWER COMMON

INTERVIEW QUESTIONS

Tell me about yourself?

This question is asked by the interviewer to try and find out about you as a person, as well as your work experience, qualifications and skills. KEEP IT BRIEF. You could mention:

- Your interests and experience related to the job (drawing, fixing cars, gardening). Also mention non-job related interests. Eg member of the local football club, sporting associations, local club or anything to show you get along with people and are an interesting working within a team.
 - Your past work experience and how it relates to this position.
 - Your training & education that you have completed or currently completing that relates to the position.
 - Your interest in the type of occupation you are applying for
 - **Don't talk about Politics, Religion, What you cannot do, what training you need OR personal crisis!!**
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Why did you leave your last job?

Basically, they want to know if you left on bad terms. What ever has happened turn a negative into a positive?

- Common reasons like cut-backs, work finished seasonal job, casual/temporary, Part-time and now looking for full time work.
 - Company restructured and your position was no longer required
 - If you were fired, mention things like the you were looking for work closer to home, hours suit you better, looking for a different direction. Don't run your previous boss down. Try and make yourself sound like a loyal employee.
 - If you are asked "why is there a big gap in your employment"- answer in a positive way. Eg. Family commitments, now ready to get back into the work force, I was studying to further my career.
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Why are you interested in working here?

In other words they are trying to find out if you would be satisfy working there. Would you stay around? Reassure the interviewer with positive comments about the company:

- Good reputation of the company (your research on the company will work well here)
- The company has the kind of job that your are looking for
- You like this kind of work and you feel that you can do a good job
- Your skills match the advertisement.

What are your strengths?

- Mention your skills, reliability, flexibility, experiences, enthusiasm, efficiency, ability to get along with others etc.
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What are your weaknesses?

- Mention nothing negative unless it's not related to the job.
 - Turn any negative into a positive eg "if I thought I had any weaknesses, it would be that I tend to be a bit of a perfectionist and don't tolerate laziness"
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Why do you want to work?

- To provide for my family
 - I like working
 - I enjoy doing something worthwhile
 - DO NOT MENTION, THAT YOU NEED THE MONEY
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What 5 words describe you best?

- Choose words like: reliable, I get along well with others, honest, co-operative, and hard working, dedicated, respected, responsible, and enthusiastic. Refer to your resume.
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How do you feel about working overtime or on public holidays?

The employer wants to know if you are willing to make sacrifices for the company and if you are dedicated. Respond with something like:

- You are flexible, though would like notice to arrange childcare arrangements
 - I realize that it is necessary at times in this career
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What arrangements have you made for your children while you are at work?

The employer wants to assure that you have arranged reliable childcare arrangements, so that you are not calling regularly to say that you can not come into work today due to no childcare. Most employers understand that you may need to take an odd day off to look after sick children. Answers include:

- I have my children booked into childcare
 - I have a friend/Relative who will help out if needed.
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Do you have reliable transport?

The employer wants to know that you have good transport and a back up plan if usual transportation fails. You need to reassure that it is not a problem for you to get to work on time. Respond with:

- I have a reliable car
- Bus timetable is every hour, I catch the bus one hour before my start time, so I am always early
- I ride my pushbike and wear wet weather gear if it is raining or can catch a taxi.