

Here are some questions that are commonly asked during job interviews:

- Q)** Tell me about yourself.
- A)** You need to have a short statement prepared in your mind. Be careful that it does not sound rehearsed. Limit it to work-related items unless instructed otherwise. Talk about things you have done and jobs you have held that relate to the position you are being interviewed for. Start with the item farthest back and work up to the present.
- Q)** Tell me about a suggestion you have made that has made an impact.
- A)** Have a good one ready. Be sure and use a suggestion that was accepted and was then considered successful. One related to the type of work applied for is a real plus.
- Q)** Why did you leave (or want to leave) your last job?
- A)** Stay positive regardless of the circumstances. Never refer to a major problem with management and never speak ill of supervisors, co-workers or the organisation. If you do, you will be the one looking bad. Keep smiling and talk about leaving for a positive reason such as an opportunity, a chance to do something special or other forward looking reasons.

- Q)** Do you consider yourself successful?
- A)** You should always answer yes and briefly explain why. A good explanation is that you have set goals, and you have met some and are on track to achieve the others.
- Q)** What experience do you bring to this position?
- A)** Speak about specifics that relate to the position you are applying for. If you do not have specific experience, get as close as you can.
- Q)** What do you know about this company/organisation?
- A)** This question is one reason to do some research on the organisation before the interview. Find out where they have been and where they are going. What are the current issues and who are the major players?
- Q)** What have you done to improve your knowledge in the last year?
- A)** Try to include improvement activities that relate to the job. A wide variety of activities can be mentioned as positive self improvement. Have some good ones handy to mention.
- Q)** Have you applied for other jobs?
- A)** Be honest but do not spend a lot of time in this area. Keep the focus on this job and what you can do for this organisation. Anything else is a distraction.

Q) Why do you want to work for this organisation?

A) This may take some thought and certainly, should be based on the research you have done on the organisation. Sincerity is extremely important here and will easily be sensed. Relate it to your long-term career goals.

Q) Why do you think you would do well at this job?

A) Give several reasons and include skills, experience and interest.

Tips

- Maintain eye contact with the panel.
- Vary length of answers. Do not ramble.
- Always answer the question. If it is a long answer, make sure you summarise your views at the end.
- Do not crack jokes.
- If you are humorous be humorous against yourself.
- Be confident about your abilities but show you still want to learn.
- Be enthusiastic; show this in use of voice and mannerisms e.g. occasionally lean forwards to convey enthusiasm.
- Anticipate final question e.g. have you any questions you would like to ask the panel? Prepare an answer.
- Finally, if you do not know an answer be honest and do not try to fool the panel.