

**ADVICE:** Don't ramble, stay positive

### **Interview questions with good responses**

Attending an interview for a job you really want can be a nerve wrecking experience especially if you are unprepared. Luckily, Jobsite have created a list of typical interview questions and best responses so you need worry no longer!

Also see: <https://www.prospects.ac.uk/careers-advice/interview-tips/interview-questions>

#### **1. Tell me about yourself**

- Keep your answer to one or two minutes; don't ramble.
- Use your CV introduction as a starting base.
- Say only positive statements.

#### **2. What do you know about our company?**

- Show that you have done your research. Know what their products are, how big the company is, roughly what their annual revenue is, what reputation it has in the industry.

#### **3. Why do you want to work for us?**

- Don't talk about what you want; first talk about their needs and what you can do for them.
- You wish to be part of their company: identify its strengths.

#### **4. What can you do for us that someone else can't?**

- Talk about successful past experiences where you have helped an employer solve a problem and relate this to the job offered.

#### **5. Which aspects of our position do you find the most attractive? Least attractive?**

- List three or more attractive factors and only one, minor unattractive factor. Aspects could include; office location, company reputation, training opportunities etcetera.

#### **6. Why should we hire you?**

- Because of the knowledge, experience, abilities, and skills you possess. Be very positive and confident in your reply, not vague.

**7. What do you look for in a job?**

- An opportunity to use my skills, to perform and to be recognised.
- The opportunity to develop further skills; throughout life we should be constantly learning.
- Relate your answer to the job for which you are applying e.g. "I enjoy a challenge and I believe this position would offer me that."

**8. Please give me your definition of a... (the position for which you are being interviewed).**

- Keep it brief; actions and results orientated.

**9. How long would it take you to make a meaningful contribution to our firm?**

- Very quickly after a little orientation and a period of adjustment.

**10. How long would you stay with us?**

- As long as we both feel I'm contributing, achieving, growing.

**Management and Experience Questions:**

**11. What is your management style?**

- For example 'Management by Coaching and Development (MBCD)' WHERE Managers see themselves primarily as employee trainers. 'Open door' is also a good one.

**12. Are you a good manager? Give an example. Why do you feel you have top managerial potential?**

- Keep your answers "achievement and task orientated".
- Emphasis management skills – planning, organising, leadership.

**13. What did you look for when you hired people in the past?**

- Skills, initiative, adaptability, team players.

**14. Did you ever fire anyone? If so, what were the reasons and how did you handle it?**

- You have had experience with this and worked it out well.
- Describe how you spoke to the person and explained precisely/tactfully where they underachieved.

**15. What is the most difficult task in being a manager?**

- Getting things planned and done on time within the imposed constraints e.g. budget.
- Do not imply these are insurmountable difficulties.

**16. What is your biggest weakness as a manager?**

- Be honest but don't dwell on it and end on a positive note.

## **Industry trend questions:**

### **17. Why are you leaving your present job?**

- No longer provides a suitable challenge, time to move on.
- Give a “group” answer if possible, e.g. our department was consolidated.

### **18. How do you feel about leaving all your benefits?**

- You feel the challenge and satisfaction this new role will bring outweighs the benefits lost.

### **19. Describe what you feel to be the perfect working environment.**

- Where people are treated as fairly and equally as possible.

### **20. How would you evaluate your present firm?**

- An excellent company which afforded me many fine experiences.