

# Interview Questions

## Tell me about yourself?

Focus on any transferable skills relevant to the post

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## What do you know about us?

Research key facts about the company beforehand

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## What do you look for in a job? / Why does this job interest you?

Focus on relevant points from the job description / person specification

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## Why should we offer you the position?

Emphasise all of your relevant skills and experience, and your enthusiasm for the position

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## Why are you leaving your current position / why did you leave your last position?

Keep it positive, don't criticise your employer

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**What are your strengths / what is your greatest strength?**

Focus on strengths most relevant to the job and back them up with examples

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**What are your weaknesses / What is your greatest weakness?**

Use something not applicable to the position you have applied for and turn it into a positive

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**What have you enjoyed most about previous positions?**

Focus on skills and experience relevant to the position

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**What did you enjoy least about your previous position?**

Give things that aren't going to be a major part of the position. Emphasise the positive

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**Where do you see yourself in 5 years time? / What are your long-term career aims?**

Fit this with the job, e.g. progression if available / performing to best of abilities in role

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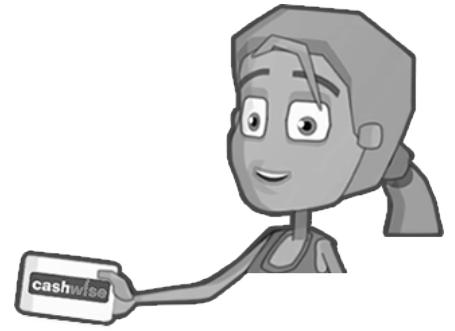
**What would you describe as your biggest achievement?**

Make this relevant to the position when choosing this and explaining the reason

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**What would you describe as your biggest mistake?**

Focus on something not relevant to the position, if possible and emphasise what you have learnt

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**What makes a good team? How would you describe your relationship with previous colleagues?**

Clear objectives, roles and expectations, openness, trust, good communication, flexibility

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**How do you prioritise / manage your time?**

Give an example and explain the strategies you use

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**Describe a time when you had to provide excellent customer service**

Give an example, explain the skills you used and the outcome achieved

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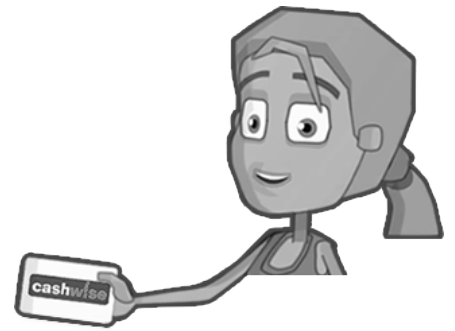
**What training do you feel you would need?**

Consider what is required for the position

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## Do you have any questions for us?

See below

### Questions for the Interviewer

Always ask questions, as it shows interest and enthusiasm for the position. Ask around 3 questions, and make sure you don't ask something that has already been answered within the interview! Example questions:

- How has this position become available / How did this post arise?
- How big is the team / who are the other members of staff that I'll be working alongside?
- What training and development opportunities are available?
- How long is the contract?
- What are the days and hours of work?
- When can I expect to hear from you regarding whether I have been successful?
- What do YOU (the interviewer) enjoy most about working here?
- What are the company's/organisation's long and short term goals?
- If it's shifts / part-time, etc, what are the hours?

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