

# **INTERVIEW QUESTIONS**

## **KEEP YOUR ANSWERS RELEVANT AND BRIEF**

### **Tell us about yourself**

- (If under 20) - where you went to school and what year you graduated
- Positions/places you have worked
- What relevant certificates/qualifications you have

### **What do you know about our company/what can you bring to the company?**

- When/where you found out the information, who they are, & what they do

### **What is your understanding of the role?**

- Read over your position description

### **Why do you think you are the right person for the job/why should we hire you?**

- Refer to the selection criteria – what points do you meet/exceed
- Refer to your past jobs/experience

### **Give examples of:**

- Team Work, Decision Making, Problem Solving, Leadership
- Focus on the process, not the problem

### **What are your strengths and weaknesses?**

- **Strengths** - experience in similar work, qualifications in that area/industry, or personality attributes)
- **Weaknesses** - an area you can identify that you need more help in – follow by a positive spin such as you learn quickly, are willing to undertake any training necessary, and you will ask questions if you need help

### **Where do you see yourself in five years time?**

- They want to see that you have goals, and are thinking of your future
- Typical answers:
  - Save up for a house deposit, Gain certain qualifications

### **Do you have any questions for us?**

- **Is there a corporate/business uniform?**
  - **YES** - Will it be provided to me or do I need to pay for it myself?
  - **NO** – What is appropriate for me to wear to work each day?
- **What will my days and hours be?**
- **What time will my lunch break be and how long is it for?**
- **If the job is part time/casual** you can ask “could you please give me an estimate of what the hourly rate will be for this position?”
- **If the job is full time/salary** you can ask “could you please give me an estimate of what the salary will be for this position?”