

# Interviews

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## Worksheet

### Objectives:

- You will know how to best to prepare for an interview
  - You will have practiced your answers to some common questions that come up in interviews
  - You will be able to demonstrate through specific examples from your past your skills, experience and knowledge
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## Interview Question Examples

### Introductory

- Tell me a bit about yourself
- Refer to candidate's RESUME and ask a question about a particular area e.g.
  - I see you have some experience in.... tell me about that
  - I see you are interested in .....tell me about that
  - I see you won .... Award – tell me about that

### Educational background

- Why did you decide to do postgraduate study?
- Why did you choose to study your particular subject?
- Which part of your research have you enjoyed most?
- What have you learnt from being at university?
- What achievements have given you most satisfaction at university?
- Do you think your results are a fair indication of your academic potential?

### Knowledge of industry/position applied for

- Why do you want to work for us?
- Why have you applied for this job?
- Why have you applied to this organisation?
- What qualities do you have that would make you successful in [sector/area/industry]?
- What do you think it takes to be successful in this field?
- What qualities do you think you have that would make you successful in this career field?

### Personal qualities

- What are your strengths/weaknesses?
- How would your best friend describe you?
- Describe a mistake you've made and what you've learnt from it
- Describe the achievement that you are most proud of
- What motivates you?
- Give me an example of an important goal you set in the past and tell me about your success in reaching it
- How would you describe yourself?
- How would you describe your major strengths?
- What skills do you have to offer us?
- Name 3 personal qualities that in your opinion would contribute to your effectiveness in this position?
- What contribution do you think you can make to our organisation?
- Why should we hire you?
- Tell me about your previous work experience – pick out any one activity or job that has challenged you most and tell me about it

## Specific skills/Behavioural questions

### Teamwork

- Tell me about a time you worked in a team, how did you help the team achieve its goals?
- Give an example of how you worked effectively with people to accomplish an important result
- Do you prefer to work independently or in a group?
- What kind of people do you find difficult to work with and why?

### Problem-solving/time management/working under pressure/decision making

- Tell me about a recent problem you've had and how you solved it
- What evidence other than academic can you provide regarding your ability to work under pressure?
- What is your approach to solving problems?
- Give me an example of a good decision you made in the last 6 months. How did you reach the decision?

### Leadership/influencing

- Give me 3 qualities that a leader should have & then tell me how you have demonstrated any one of these qualities
- What lessons have you learned from holding positions of responsibility?
- Tell me about a situation where you had to change someone's opinion on something important. What did you do and say?
- When have you been in a leadership role? What was your approach?

### Communication

- Tell me about a time when you had to use your verbal or written communication skills in order to get an important point across
- How do you communicate effectively with others?

### Customer service

- What evidence do you have that you could handle our various customers/clients?
- Give me an example of when you have demonstrated excellent customer service

## Concluding questions

- Is there anything that I haven't asked that I should know about you?
- What questions do you have for us?



## The Job Advert

From your job advert, write below what typical questions the employer might ask to hire for the specific position:

**Question:** -----  
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**Your Response:** -----  
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**Question:** -----  
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**Your Response:** -----  
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**Question:** -----  
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**Your Response:** -----  
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**Question:** -----  
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**Your Response:** -----  
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POSTGRADUATE CAREERS

STUDENT SUPPORT SERVICES

Question: -----  
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Your Response: -----  
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Question: -----  
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Your Response: -----  
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Question: -----  
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Your Response: -----  
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Question: -----  
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Your Response: -----  
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