

### **Common interview questions:**

Many of the answers to these questions can be adapted to answer similar interview questions. Take time to think about variations of each of these questions so that you're prepared for your interview.

### **Introducing yourself:**

Being asked to introduce yourself is the most common first question in a job interview. It's almost always asked by interviewers to help ease you into the interview process and get to know you.

Questions might include:

- Tell us a bit about yourself.
- How would you describe yourself?
- What makes you unique?
- Tell us more about your journey to this point.
- Walk us through your CV.

This question is crucial to starting your interview confidently. While it is a common opening question, it's also often the one that stumps interviewees. It's a broad and open-ended question, leaving you with plenty of space to be creative and show your best traits. Your answer can give the hiring team insight into whether or not you're a good fit for the position.

A simple formula is to begin by describing your current role and how you got there followed by mentioning a recent accomplishment. Then elaborate on why you're looking for a transition to the new role and what you hope for in the future. This also provides the interviewer with direction for their next questions and can make the interview more conversational.

Always tailor your answer to the job and company. When asking these types of questions, an interviewer would like to know how your experience is appropriate to their company and the role you're applying for. Be sure you're familiar with the company ethos and responsibilities of the role, then use this to highlight how your skills and previous experience are relevant.

Finally, ensure your answer is relevant and concise. Your interviewer will appreciate a direct answer that lets them lead into the main interview questions.

### **Testing your knowledge of the company:**

After the introductory question, the interviewer may begin testing your knowledge about their company and the position you've applied to. Example questions include:

- What attracts you to this role/company?
- Why do you think you're the best fit for this position?
- What interests you about this role?

- Why would you be an asset to our company?

The key similarity in all of these questions is that they bring you and the position/company into one question. The interviewer wants to test your knowledge of the company and role while providing you with an opportunity to highlight your strengths. Your answer should aim to show the relevance of your skills and experience to the role you've applied to.

To prepare for these types of interview questions, study the job description in detail. Make note of any questions you have, so that you can research them more fully on the company website. Take time to read through their mission, vision, recent press releases and social media. This will help you understand the way the company is structured and how this role fits in.

### **Questions about your professional experience:**

During an interview, the hiring team wants to understand your professional experience and goals to determine if you're a good fit for their company. They may ask one or more of the following questions to learn more about your work and education experience:

- Why have you followed your current career path?
- How has your education fit into your career?
- What do you enjoy about your current job?
- Why are you leaving your current job?
- What are your career goals?

Some of these questions, such as those about career trajectory and goals, will provide you with an opportunity to showcase your long-term goals and future loyalty to the company. Unless the position is advertised as short-term, a company rarely wants to hire someone who will only stay in the role for less than a year. They're most likely looking for commitment and longevity.

To prepare for this type of question, consider how the job fits with your long-term goals and how those long-term goals will help you fit in with the company. Take time when answering these questions to mention what interested you about the position and company. This also provides you with an opportunity to highlight your strengths and key qualifications that are consistent with the position.

### **Questions about other experience:**

These questions are often more specific. Their purpose is to explore your accomplishments, challenges you've faced and your relevant skills. As with other questions, do your best to connect your answer to the company and position. Examples include:

- What do you consider to be your greatest accomplishment?
- Tell us about a time you had to make a challenging management decision.

- What is your management preference?
- What does customer service mean to you?
- What does time management mean to you?

While there aren't necessarily right or wrong answers to these questions, it's important to keep your answers positive and concise. Remember, an interviewer is likely to take notes and keep track of your answers. When preparing for these types of questions, you can always have a few situations from your experience prepared in advance that you can apply to the question.

For example, when asked about management preferences or management decisions, you could describe your preference for a certain management style (either a way you have managed or have been managed). Avoid giving negative answers unless you're using that as a starting point to build into a positive answer. You might say that micromanaging is not your preference, but you understand that some people need more attention and assistance than others, which makes it a useful management tool.

### **Personality questions:**

While they want to understand your professional attributes, interviewers also want to see if your personality is a good fit for their company. Questions might include:

- What is your greatest strength/weakness?
- How do you handle stress?
- What is your leadership style?
- What motivates you?
- What are you passionate about?
- How do you deal with conflict?

These questions provide you with excellent opportunities to showcase your skills, qualities and personality traits that are relevant to the role. These questions are also methods for the interviewer to see how self-aware you are. This is also a great opportunity to show your human side and how your personal traits will make you suitable for the role. Try to use these questions as an opportunity to show, not just tell them, how your personality fits into the company.

For example, if you were asked about how you deal with conflict, it's a great opportunity to show your communication and diplomacy skills by describing an experience where you used those skills to overcome a challenge at work.

### **Unique and unusual questions:**

Sometimes an interviewer will ask an unusual question. These are less easy to predict but it's still good to prepare for surprises. The main things to remember when answering unusual questions is to take your time with your answer and answer the question confidently.

- Would you rather turn in an assignment on time but imperfect, or take time to perfect your work but turn it in late?
- Tell us about a time when your responsibilities went against your beliefs or morals, and how you addressed this?
- If you could time travel, which period would you choose and why?

By researching the company beforehand, you should have a good idea about the company culture. This can help guide you as to the type of unique questions they'll ask you in an interview. The most important thing with a question like this is to keep your answer simple and positive. Take the time to think about your answer before responding and try to answer honestly.

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

This is usually the final question the interviewers will ask you. It's an excellent opportunity to showcase your knowledge about the company while showing that you're insightful and truly interested in the job. Come prepared with questions written down and make notes if you think of any questions during the interview. If you can tie an existing question to something the interviewer mentioned, you'll show active listening skills which are an excellent skill to demonstrate during an interview.