

Below are a selection of common interview questions and what you can do to answer them. All of your answers should be positive, truthful and show you in the best possible light.

This is not a complete list of all the questions you may be asked so be prepared to have to answer something which is not on this list. Not all these questions will be relevant for your interview. You are also likely to get questions which relate to the role. Think in advance about what these may be.

There are some blank spaces at the bottom for you to add any other questions you think of. You could also add some questions about the company and role that you want to ask them!

Interview Question – and what to say	Write your answer here
Tell me about yourself – tell them what you want them to know. Keep it short and positive	
What are your weaknesses? – talk about something you are working to improve right now	
Why should we choose you for this job? – Say how your strengths really help (e.g. loyalty, dependability, attention to details or how your special interests would be an asset)	
What are your hobbies outside of work? If you have any group or team activity that you do, mention it here. You can talk about your special interest but keep your answer short though!	
Where do you see yourself in five years' time? They are going to want to hear about where you see yourself within their company and whether you will want to contribute more	
Why are you leaving your current position? This is where you focus on the new challenge you are looking for, don't talk about the old one	
What are your main strengths? Name up to 3 things you are good at and give a brief example for each	
Why do you want to work here? Use your research and focus on what you can offer to the company, not what they can do for you	
What motivates you? They are trying to understand you better. Talk about what makes you feel happy when working rather than getting paid	

Interview Question – and what to say	Write your answer here
<p>Do you prefer working by yourself or in a team? This is going to be a difficult one as most employers will be looking for you to be able to do both. It's ok to have a preference for working alone, but try to give an example of when you worked with someone else to make the answer balanced</p>	
<p>What are your salary expectations? Use your research into the job and the industry to suggest a range rather than a specific amount</p>	
<p>Tell me about an achievement you are proud of? Choose 1 achievement. It can be work or academic, or a personal achievement. Describe the situation, talk about the challenges you faced and how you overcame them. Its OK to be proud of your achievement here</p>	
<p>What do you know about the company? – This is where you impress them with your in-depth research, but try to pick 2 or 3 key facts, focussing on their achievements</p>	
<p>What would your colleagues say are your best qualities? Prepare for this question by asking people in real life what they value about you or refer to previous job appraisals Your authenticity will shine through. Keep it positive.</p>	
<p>Tell me about a challenging situation and how you overcame it? Focus on a work-related problem. Talk about the situation humbly without criticising the company or other people and try to show how you resolved it with integrity.</p>	
<p>What experience can you bring to this job from your previous role? Either refer to skills you have learned in a previous job, or transferrable skills you have learned such as time management, working in a team, using your initiative or communicating well.</p>	
<p>What makes a good team leader/manager? If this is a role you want to progress into, you will need to explain what it means to you. They will be looking for qualities such as being able to set realistic goals, give constructive feedback and helping members of staff to develop</p>	

Interview Question – and what to say	Write your answer here
<p>What do you consider to be your biggest failure? Choose an example where you have learned positive lessons which helped you to grow if you can. You should show that you took responsibility rather than blamed other people.</p>	
<p>How do you deal with pressure at work? Give an example if you can of when you dealt well with pressure. Explain what you did to make it work.</p>	
<p>Why is there a gap in your work history? Even though it may be hard, try to find something positive about the time you were not employed. What did you learn, how has it made you a more valuable employee now?</p>	
<p><i>Space for your own questions!</i></p>	

Take this completed form with you and look through it before you go into the interview.