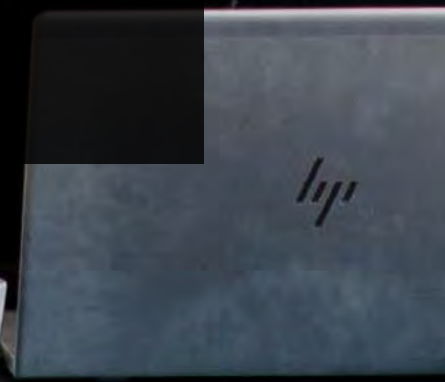


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**What questions
can I expect
from my
interview?**





Intro...

Interviews can be daunting - regardless of your experience, it can feel like a minefield trying to ensure you come across as the best candidate and someone they would be happy to work with.

That's where we come in. We've prepared this extensive guide to give you an overview of what questions to expect - how to word your answers, how to approach topics and explain yourself in the best way.

Here's our guide to the typical questions you can expect at interview stage.

A woman with glasses and a white shirt is talking to a man with curly hair. They are both looking at each other and appear to be in a professional setting. The woman is holding a pen and looking at a piece of paper. The man is looking at the woman.

Describe the best boss you ever had...

Think of the boss you not enjoyed working for. On a sheet of paper, describe the qualities that person possessed that affected their ability to be effective with you and the team. While you are at it, describe the qualities of the worst person you ever worked for. Compare your qualities lists for both and see what separates them.

Be prepared, of course, for the mirror question about the worst boss you've ever had. If you are asked this question it's better to talk about the situation than the person:

"We were all working under a great deal of pressure and against tight schedules, so it wasn't surprising that he didn't have much time to explain objectives."

How do you like to be managed?

Your answer should, in general, suggest that you're pretty easy to manage.

Your answer needs to:

1. show that you are aware of areas of potential difficulty in management relationships
2. indicate that you will respond well to supervision, but you don't need to be micro-managed

"I don't need to be told things twice. Give me a job to do with clear objectives, and I'm happy to get on with it, just checking back with my manager if I hit a major problem. If I have to go to my manager I try to take solutions rather than just problems."

What are your strengths?

What are your weaknesses?

Take this opportunity to share your strengths, focusing on any qualities that are relevant for the position in hand; loyalty, a strong work ethic, good interpersonal skills, a project and results-orientation are all characteristics your interviewer would love to hear.

Give situations that highlight one or more of your personal characteristics.

Try to identify qualities (or their lack) that are not damaging to the position being discussed, or weaknesses that are actually strengths:

"I'm sometimes criticised for being a workaholic."

"I'm impatient with others who display no sense of urgency."

"People tell me I'm too painstaking at times – but someone's got to check that things are right."



What do you think of your current/former boss?

Caution, not candour, is the rule here. The interviewer is trying to work out how well you will get on with one or more particular bosses.

It is important that you begin with positives. No matter how bad you (and perhaps countless others) perceived the person to be, this is not the time to disclose your strong negative feelings. At the same time, don't overpraise.

A sample answer will go like this:

"I respected my boss because she had a tough job due to all the changes going on organisationally and in the marketplace – yet she was able to get the work done. In spite of all this, she was effective because she balanced the needs of the team with those demanded by her own boss so that she absorbed a lot of the pressure herself and her team understood what she was doing. At times she had difficulty balancing these various needs and it would occasionally show because she would cut corners and quality would suffer."

How do you feel if you're asked to do something routine or mundane?

Be careful here. The interviewer may be trying to tell you that the job is a lot less interesting than it looks. Focus the discussion on the way your skills match the position. It's also useful to show a generally positive attitude to routine work:

"I realise that there are times when everyone has to muck in and get things done."

A well trained interviewer will focus on competencies.

A competency is a set of "**performance behaviours**".

A competency is not just a skill, but a combination of know-how, skills, attitude and demonstrated behaviours – all directed towards assisting your employer.

A competency is not just about what you do, but *how you do it*.

IMPORTANT:

In behavioural questioning (a competency interview), the interviewer asks applicants to supply evidence of past events which demonstrate **all the elements that go into a competency**: Your skills, the attitudes you demonstrate, the knowledge and values you bring to the job.

Make sure you have good examples and detail.

For example, if you are talking about filing as a competency, identify a time when you dealt with something difficult or unusual.

What things do you find difficult to do? And why?

Find things that are perceived as tedious and of minor importance to the interviewer;

“With everything else going on, I sometimes find it difficult to find the time to keep up with routine emails.”

Give an example where you had to be ...X... on the job

This question is to determine how you exhibit a certain trait or characteristic that the interviewer feels is essential to the position. The missing word might be neutral (assertive) or provocative (ruthless). Study the job description and be prepared for this question having reviewed what they're looking for.

Have you ever had difficulty getting along with others?

If your answer presents you in a positive light, then give it as a strong answer.

OTHER EXAMPLE Q'S

- Describe a recent team you worked in. How did the team work?
- What do you look for in a job? Describe the best job you ever had.
- What were the most important projects you completed in your last job? (It may be something simple like researching a new supplier, if at a loss consider activities outside work).
- What were your three most significant accomplishments in your last job?



ABOUT HANDLE

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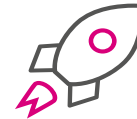
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If you're looking for a job, or have re-entered the market recently and need some guidance, we have all you need to support you in your application journey.



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