



## POSSIBLE QUESTIONS ASKED BY INTERVIEWER? Q's & A's

### QUESTIONS ABOUT YOU...

#### **What Qualifications do you have and how are they relevant?**

Never answer "look at my CV". The interviewer might just be looking to hear it from your mouth. Tell the interviewer where and what you studied.

#### **Why did you decide to study this?**

Your answer should be career orientated. You studied this as its your passion and you can see yourself doing this for the rest of your life.

#### **Who are you/ Tell me who you are/ What can you tell me about yourself?**

Always remember that the job is the goal. Always mention you work well with people, you easy to get along with, you are a hard worker and you have a good sense of humour. Then move onto your education, experience, accomplishments and skills. Try and keep it professional. Remember, the interviewer did not ask for your hobbies as they are only interested in work.

#### **What are your hobbies/How do you spend your free time?**

This is where you mention sporting activities, reading and family time. Mention it; do not take control of the conversation.

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

**Strengths:** prepare before the interview as this question will probably come up. Mention how your strengths, be it diligence, achiever, intelligent, good communicator, dedicated, punctual etc. will benefit the company.

**Weaknesses:** Your answer should be something similar to, "I do not see it as a weakness, maybe a developmental area. I have been trying to work hard as I know it's been a weakness in the past but I am turning it into one of my strengths". Your weakness could be from over eagerness to get things completed or having documents prepared before they needed.

### QUESTIONS FROM THE COMPANIES VIEW...

#### **Why should this company hire you?**

Keep it simple. This is where you could express how good you will be at this job, you know what you doing and you studied this.

#### **Why are you at this interview/why do you want this job/ why did you choose this company for an interview?**

For this question you need to know about the company. Make sure you know what the company has achieved and mention that you would like the opportunity to work in an environment with such a great work ethic. You have seen what the company has done for society and you want to be part of that.

#### **Do you prefer to work as an individual or do you prefer to work in a team?**

This is a tough question as not one of the answers is really correct. If you say you prefer to work as an individual they might think you not a team player. If you say you like to work in teams they might see it as laziness. Your best answer here would probably be both. You like to measure your own performance and you enjoy lifting teams and achieving goals together.



**Do you have project Management Skills/ How would you organize a work function?**

Make sure that you go into depth; give a 2-3 minute explanation of your planning skills. Make sure that you mention you write things down. Make sure that you mention you confirm with people. You are aware of everything going on and try not to miss anyone or anything. Attention is in the detail.

**What standards do you set yourself and how do you measure them/How do you measure your performance?**

Companies are looking for competitive people. You could show you are competitive with yourself or with others. It is important to say something along the lines of; if you put your name to something it has to be the best it can be.

**Do you enjoy working at your current company/Why do you want to leave/Why do you leave jobs often?**

You need to show that you do not have commitment issues. Employers want to hire people for the long term. Never use negative comments. Always stay positive and mention things like, you want to further your career. Each time you left was to better your position by learning new information and skills which you can apply now.

**Every organisation has different people; do you have a problem with fitting into new environments?**

You need to show that you have the ability to be a very social person. You have the ability to be placed in every environment as you enjoy spending time with people. This answer should be projected with enthusiasm and confidence to portray your adaptability.

**Have you ever faced a difficult work situation and how did you approach it?**

Here you should keep in mind that if you are seen as hostile, people will not like that. You need to be diplomatic. How did you resolve the situation? Did you speak about it or calm down and talk another day. The best answer is to answer as conservatively as possible.

**It seems as though you change jobs often, why is that?**

Here it is important to emphasize that every change has been for the good to further your career. The skills and expertise acquired can be used in a positive way going forward.

**What gave you the most job satisfaction?**

This is dependent on your work and passion. It is a result of hard work where you saw positive results. Mention this at this time

**How are you motivated at work?**

At this question it is important to answer by saying that you are an independent person and take great pride in your work. You like to keep your personal standard high. You see every day has a challenge to better yourself.

**Have you ever been cross with your employer/ the company or anybody involved in the working environment?**

Try and answer with a no here. You need to be seen as a very passive person. If the answer is yes, answer very conservatively. Make sure that when you give your answer it is diplomatic and conservative.

**If we contacted previous managers or colleagues, what do you think their opinion of you would be?**

Here your answer should be all your positive attributes, friendly, hardworking, dedicated, loyal, family person, passion at work, etc.



**Do you mind working overtime/Did you enjoy working overtime at your last company?**

Never answer with the phrase “I expect to get paid”. This will indicate that you only there to do your bit and will not go the extra mile when needed. Make sure that the company is not unreasonable by asking for clarity. Once you know what the answer is, then show that you have no problem in working overtime.

**Has a situation ever arisen where you would be in conflict of interest to the organisation you were working with, If so, what did you do?**

The employer is looking for somebody who will be loyal to the organization. It is important to give a positive answer. Make sure that you put the organisation first. If you make a negative comment here you will lose credibility.

**If you are under pressure, does it influence your production/ Indicate instances of a pressure environment that you have overcome?**

Here you have to answer extremely positive. It is important to mention an example, whether it is in the work environment or as a student, you must just demonstrate that you do not just give up and hope all gets better.

**When the company has made changes to its model, has it had a negative impact on you?**

You could mention an example of what happened but always turn the answer into a positive. Make sure that the answer given highlights your ability to change.

**Have you achieved anything in the working environment/What are your accomplishments in the working environment?**

Here it is important to state how you have helped your company in any way. It could be by saving the company paper by drawing up a new spread sheet or saving cost. It is important for the employer to see that you think outside the box.

**Do you feel threatened if somebody points out your mistake/ Do you mind Criticism?**

Your answer should state that you have no objection to being helped right. You should answer by saying something similar to the following, “that you do not mind as long as it is constructive. It does not help to break somebody down if they are trying really hard.”

**Have you ever been in over your head in the workplace and what did you do?**

Make sure that the answer here is always ask for help. You should give an example but make sure that if you were not sure you asked somebody who knew before you proceeded. You do not want to cost the organization extra costs or even law suits by just proceeding in the incorrect manner.

**Do you have difficulty working with some people/Have you struggled with people who do not like you in an organisation?**

There will always be personality clashes. At this stage you should use an example of your most difficult working relationship. Turn it into a positive.

**QUESTIONS ABOUT YOUR CAREER...**

**Why should the company pay you a market related salary? What would you like to earn?**

It is important here not to come across negatively. The interviewer must not think you there just to earn money. You need to answer by stating your skills and education will be beneficial for the company. Try not to give numbers in the interview.



**Where do you see yourself in the future/ Where will you be in 3-5 years/ What is your long term plan?**

Here it is important to have a discussion with the interviewer. Make sure that the interviewer tells you where you could be within 5 years. But before asking the interviewer this, explain what skills, education and knowledge you want to acquire in this period. Can the company provide for you? Remember not to come across as arrogant.

**Do you want this job or is there another job in the company you would like?**

Always stick to the task at hand. You are there for that specific job so that is what you want to do. This is very important else it will be seen that you just wasting everybody's time.

**Who have been your favourite managers and why?**

Here it would be important to say not favourite, but somebody who has taught or guided you the most. You really appreciated how that person has had a positive influence in your life.