


| Question | Purpose - what they're looking for | How to answer / Info. to include |
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| Tell me about yourself | This is an ice breaker question, use it to relax and let the interviewers know a little about you personally. Always try to get a reference to relevant skills in though | <ul style="list-style-type: none"> • Don't waffle – this will be asked at most interviews so you can always practice at home. • Outline the skills and personal qualities that are relevant to the job. • Use this familiar topic to bed into the interview and relax. |
| Tell me about a time when... | These are designed so you have to give an example of when you have demonstrated a skill. Use a real situation and outline what you did and the skills required. | <ul style="list-style-type: none"> • Give specific examples • Use STAR : Situation; Task; Action; Result (See Below) • Remember to use "I" • Expect there to be follow up questions |
| What are your weaknesses? | Honesty and realism – but with a positive spin. Prepare an answer and choose one that is either unrelated to the role, or one you are already positively addressing. | <ul style="list-style-type: none"> • Point out a couple of areas where you may need training or development should you get the job • Alternatively, highlight a weakness you are already working on and what you've achieved so far • Never say 'I don't have any' |
| Why do you want to work for us? | They are looking for proof that you have thought about the role and the company | <ul style="list-style-type: none"> • Some positives about the organisation – show them you've done your homework • Talk positively about what you think you can bring to the organisation/role and what you're hoping you'll get from it |
| What do you think you'll find most difficult/challenging about this role? | How closely you think your skills/experience match the role | <ul style="list-style-type: none"> • Areas you feel match your skills/experience • Challenges/new things you're looking forward to and what you'll do to get to grips with them quickly |
| S.T.A.R  | Situation Task Action Result | <ul style="list-style-type: none"> • SITUATION: Choose a real situation and something where you can demonstrate an individual role. • TASK: Describe the task, project, interaction clearly and your role in it. • ACTION: What did YOU do to resolve the situation, what skills were required. • RESULT: After the action had been taken what was the result, benefit, resolution to the situation |