

Question	Purpose - what they're looking for	How to answer / Info. to include
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	• 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.	• 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.	• 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	• 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	• 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	• 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