

A. QUESTIONS AND ANSWERS

- **Try to identify the questions you are most likely to be asked in each of the following areas and prepare your responses.**

*Area**Questions**Response*

Education

Skills

Achievements

Personality

'Oh no!' questions

➤ Typical interview questions

Education:

- Why do you want to take this course?
- Why did you take this course?
- What was your favourite subject? Why?
- Who was your favourite teacher? Why?
- What subject did you like least? Why?
- What grades did you get?
- Why did you stop your education at this point?
- Why should we offer you a place on this course?
- What do you think you will find difficult about this course?
- How do you think your qualifications will help you with this job?
- What do you see as your future career?

Skills and experience:

- Tell me about a time when you had to use (...) skill.
- What experience do you have at...?
- How would you use your skills to deal with this situation?
- Tell me about a situation you handled well.
- Tell me about a difficulty you have faced in relation to...

Personal:

- What are your strengths / weaknesses?
- What would a friend say is good / irritating about you?
- Tell me about yourself (this is a very common opening question).
- What would you say is your biggest achievement to date?
- How do you get on with older / younger people?
- What was the biggest difficulty you faced in your last / present job?
- Where do you see yourself in your career in five / ten years?
- Why should we give you this job / a place on this course?
- Why are you applying for this particular job?
- How many days were you off sick in the last year?
- What personal interests do you have?
- What are your salary expectations for this job?

'Oh no!' questions

- You had five jobs in a year?
- You didn't actually pass the course you attended?
- Your last job paid considerably less than the one before?
- You were sacked?
- You have been unemployed for a year?
- Your reference leaves a lot to be desired?
- This job seems like a backward step?

B. GOLDEN INTERVIEW RULES

1. Prepare thoroughly.
2. Answer questions positively.
3. Don't moan about people from your last or existing job / school / college. The interviewer might think you're a trouble maker.
4. If you're not clear about a question, ask the interviewer to repeat or rephrase it.
5. If you're not sure if you've answered a question sufficiently well, ask the interviewer if they'd like to know more.
6. Don't blame others for your misfortunes.
7. Show that you can get on with other people.
8. Use positive words such as 'enjoy', 'pleased', 'liked', 'satisfaction', etc.
9. Tell the interviewer(s) about your achievements using positive words and expressions:

research	shortened
developed	improved
initiated	designed
pioneered	identified
organised	evaluated
resolved	solved
presented	created
established	reduce
widened	provided
decreased	saved

10. Keep your answers relevant to the question.

C. INTERVIEW TIPS

Never underestimate the importance of body language, especially during an interview. These tips might help you to make the best possible initial impression.

1. Take a deep breath before you enter the room; use a relaxation technique if necessary.
2. Ask the interviewer where to sit – if you sit in his / her chair you are immediately at a disadvantage.
3. Don't initiate a handshake. Wait to see if the interviewer offers a hand first.
4. Try to be sensitive to the interviewer's body language – it may give you valuable clues as to whether to continue speaking, how they are feeling, etc.
5. Don't look impatient if you are faced with a less than perfect interviewer – they won't like you for it.
6. Don't sit with a bag or briefcase on your knee – it presents a barrier between you and the interviewer(s).
7. Use 'open' body language – sit comfortably with arms unfolded.
8. maintain good eye contact – usually the listener does most of the looking. it is normal for the speaker to keep glancing away briefly as they think about what they will say next.
9. Don't slouch or sit with your hands behind your head – you'll look arrogant!
10. Beware of 'giveaway signs'. If you feel uncomfortable about a particular question, your discomfort may show in some part of your body – twiddling thumbs, wriggling on the chair, playing with collar, etc.
11. Smile, but don't laugh inappropriately.
12. Be positive and alert.

