

Interview Tips Techniques & Example Questions

Here are some tips for Interview Techniques which you may find useful:

Right Place, Right Time – Confirm the time and venue for your interview and don't leave your journey to chance. Leave plenty of time for parking and traffic, or if travelling by public transport, check the timetables and route.

Dress Code – Although “dress down” policies are sometimes the norm, it's always safest to stick to a smart suit. You will be judged on attitude as well as appearance so greet your interviewer with a firm handshake, make eye contact and smile!

Fact Find – Make sure you know about the company, who are their competitors? Make sure you understand the job and what it entails and consider whether you can take examples of your work with you.

Anticipate questions, prepare your answers – The company will want to find out what you are like as a person, how your skills fit, your history and your achievements. Think what you would ask if you were in their shoes. Go over your answers with a friend.

Sell Yourself – If the company is interviewing several people you need to stand out, so impress them with your achievements and skills. Try to be specific and consider how they fit with the job. The more comfortable you are presenting these, the better they will come over to your prospective employer. Consider your unique selling points.

Know your CV – Your interviewer may have all the information in front of them but may ask for specific examples or more details so be prepared to add to what is on your CV. This is a chance to demonstrate your communication skills so make sure your answers add value.

Practice – If you are being asked to prepare a presentation make sure you know how long it needs to be and then practice to check your timings are right. Try presenting to a friend to build your confidence.

Ask Questions – This is an opportunity to show you understand the company so make sure your questions are relevant and well thought out. It can also demonstrate your suitability as it may show what aspects of the job or company are important to you.

Listen and take notes – Don't be afraid to write down information during the interview, it will show you are prepared and it may remind you of something that will help if asked to return for a second meeting.

Making an exit – Leave with a smile and a firm handshake. It may help to make some notes afterwards about the meeting so that if you follow it up with a letter or e-mail you can stress your interest in the job and demonstrate your enthusiasm.

Here are some tips for Interview Questions which you may find useful:

Why do you want to leave your current job?

This could be to do with your career or your company and is often a combination of the two. It is important not to be negative about current circumstances and stress the positive reasons for change such as opportunities for growth, new challenges and the chance to develop new skills.

Why do you want to work here?

Your reply will demonstrate you have researched your prospective employer and you can use this question to highlight how the company's attributes will bring out the best in you.

What job would you like to have in 5 years time?

Your answer should acknowledge that you have things to learn and show that you have the commitment to the company to learn and grow with them. It can also show how strong your desire to progress and demonstrate that you feel this can be achieved with them.

What do you have to offer us?

Align your answers with the job description so you can highlight how your skills match the job point by point.

What are your greatest achievements?

Your answer should be job related and could be a significant past project or initiative which had a positive impact. If it was an achievement as part of a team, this can also show your ability as a team player, but stress your part within it.

What are your weaknesses?

Turn your weaknesses into positives – if you are aware of them you can also be conscious of taking steps to avoid them! Think about allowable weaknesses such as lack of knowledge or experience which is an opportunity for development.

How do you work under pressure?

Use this as an opportunity to highlight your organisational and planning skills or ability to prioritise. Think of an example of a past experience and, if negative, add what you have learned from it to end on a positive.

How do you handle criticism?

You need to show that you can accept direction and where criticism is explained, it is something that you can learn from. In the right environment it can open up an opportunity to do something in a different way.

Here are some examples of skills based questions:

Planning and Organising:

Tell me about a successful activity or event that you planned recently. Talk me through the background. How did you approach it? What were your first steps? What specifically did you do to ensure its success? What did you learn about planning and organising as a result of this exercise?

Resilience and Tenacity:

Describe a situation in which you had to work under pressure. What was the cause of the pressure? How did you feel and react? What impact did this have on your work?

Teamwork:

Tell us about some of the teams you have worked with. What specifically made the good teams good? What part did you play in their success? Can you give some examples of when they performed really well? What behaviours from these teams do you continue to apply?

Communication:

Tell us about a time recently when you had to communicate something that was difficult or complicated to get across. What was the message? Who were you communicating to? How did you go about it and what was the outcome?

Decision-Making:

Tell us about a time when you had a difficult decision to make. What happened? How did you reach your decision and how did you communicate it?

Leadership:

Describe a situation where you had to manage an underperforming individual or team. How did you deal with this? What was the outcome? What challenges did you face during this period and how did you manage these?

GOOD LUCK WITH YOUR INTERVIEW!