

HOW TO PREPARE FOR INTERVIEW Qs

Presenting yourself in the best possible way is important at a job interview. Below are some questions and suggested answers and advice to help you get through the interview confidently and get that job!

Q. Can you work under pressure or to meet deadlines?

A. Yes, it's a way of life in business and I enjoy the challenge. Provide a specific example of how you have done this.

Q. How do you resolve conflict within your working team?

A. First, discuss the issues privately with the particular team, never get involved in politics.

Q. What salary or wage are you expecting for this role?

A. Either give a salary expectation you are comfortable with based on your research or previous experience OR answer with a question: What is the range for similar jobs in this company?

Q. What are your weaknesses?

A. It's best not to say 'I have none'. Try to turn a negative into a positive or talk about a weakness you had previously but have addressed and it is not longer an issue. Or mention a non work related weakness i.e. forgetting to put the bin out.

Q. What are your strengths?

A. Present at least 3 and relate them to the company and jobs you are applying for.

Q. What do you know about our company?

A. Show that you have done your homework – have a minimum of 3 pieces of information about the company. i.e. "I read in your annual report..." or "I noticed in your brochures..."

Q. How does your disability affect you?

A. Be honest. State how you have managed with your disability in the past. Be positive – limit the use of words like – (limited, a little, somewhat)... use positive language and describe what ABILITY you do have.

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Q. What interests you in this job/career/industry? Why do you want to work for us?

A. Talk about the reputation of the company, the opportunity to start/develop your career path, the experience you gain from the company.

Q. Why did you leave your last job?

A. Always answer honestly, but never criticise previous employers. eg. "I realised that the career opportunities I was looking for were not going to happen with that company" or "I needed more of a challenge".

Q. Why should I hire you as opposed to the other candidates?

A. Focus on the requirements specified in the advertisement for the position. Also emphasise willingness to learn, enthusiasm and commitment to meeting the requirements of the position.

Q. Give me an example of...

A. Have a few examples rehearsed that address: customer service, dealing with people, team work, conflict resolution, your accomplishments.

Q. Where would you like to be in the next 12 months/5 years/10 years?

A. Ask if there is room for promotion within the company. Say that you would be happy to be with the same company so long as you were learning and developing and gaining experience along the way.

Q. How old are you? (is rarely asked as it is illegal to discriminate against a person based on age or disability)

If you're a MATURE-AGED person, emphasise.... A. You are flexible, good at taking direction, capable of mature judgement, common sense, rarely takes time off, fit and healthy, punctual and reliable, computer literate and able to learn and adapt to new technology.

If you're a YOUNGER person, emphasise... A. You are looking for a permanent job, can take on constructive criticism, willing to learn, planning to stay in the area, reliable, punctual, rarely ill, self-motivated, can work unsupervised, responsible, committed, enthusiastic.