

# What questions might you be asked?

Use the handy hints and tips below to help you answer common interview questions. And remember, if you get really stuck, you can always ask to have a bit more time to think about it and come back to a question at the end.

**Tell me about a time when you used your initiative?**

Think about when you've had to take the lead and were responsible for making decisions. Did you have a role in a club or society that involved this? Maybe you organised events for your school sports team, or you were head boy or girl at school.

**Tell me about a time when you made the wrong decision?**

This can be a tricky one to answer. But whatever you choose to talk about, it's important to say what you learned as well as explaining the outcome. And if the outcome was that you were fired, it might be best to pick a different example! Don't worry, we all make mistakes.

**Why do you think you'd be good at this role?**

Talk about your skills and qualities, and how they'll help you shine in this job. For example, if your job will involve taking phone calls, tell them about how you're a clear and confident speaker and great with people.

**What can you bring to this company?**

If you get stuck, think about the things a company would want from you – such as dedication, motivation, enthusiasm and initiative. Find out about the company's values before the interview and talk about how your qualities and experiences are a good fit for them.

**Do you work well on your own and in a team?**

A company will want to see that you can succeed in both situations, so have examples ready. It could be that you've been part of a group drama performance or had to deliver a big project by yourself.

**How do you cope under pressure?**

Pressure isn't just about hitting a deadline. Exams, public speaking, or a particularly busy period at a previous job are great examples of times where you might have been under pressure and succeeded.

**Give me three words to describe yourself.**

This is a tough thing to be asked. Good examples of words you might want to use are:

- motivated
- cooperative
- cautious
- enthusiastic
- committed
- decisive

Choose positive words, but don't be afraid of throwing in a slightly negative one which you can then spin into a positive. Show your personality as well as your professional side!



# What questions should you ask?

An interview isn't just about answering questions. You should also think about what you want to know about the role and the company. This shows you've done your research and that you're really interested in working there. Here are a few to get you started.

Question to ask an interviewer	What you'll learn from this question
Apart from what's in the job description, what else are you looking for in the ideal candidate for this job?	Am I the kind of person they're looking for?
How many people at my level are you looking to hire?	How many people am I competing against?
What's the company culture like?	Would I fit in here?
What kind of work would I be doing on a day-to-day basis?	Is this the sort of work I want to do?
What do you provide to your customers and employees that other companies don't?	Do we share the same values?
What training and development will I get?	What opportunity is there for me to grow?