



Interview Questions – General responses (designed to prompt you and draw from to your own experiences)

1. Why do you want to work here?

- Discuss the ways in which the organization would benefit from your skills and experience
- Mention positive information about the organization (related to their values or policies) e.g. employee training, community outreach

2. Why did you leave your last job?

- Do not criticize your previous employers as this will give a negative impression of yourself, always BE POSITIVE
- If you left the role due to health conditions – be honest but explain that you are now able to fulfil the role's requirements
- If you were dismissed – explain how you have learnt from your past actions

3. Have you ever done this job before?

- If you have, apply examples from your previous roles using your skills and experience
- If you haven't, describe other work examples which have required a similar skill set
- Express your interest to learn and develop new skills

4. What did you do in your last job (relate to volunteer work experience as well if you haven't had paid employment)

- Explain what your responsibilities and daily tasks were
- Any training, qualifications or extra responsibilities you undertook

5. How long have you been out of work and how did you spend your time?

- Mention skills and activities that you have undertaken whilst being out of work, e.g. voluntary work, relevant hobbies etc.

6. What makes you the right person for the job?

- The skills and experience you have which are relevant to the role
- The personal qualities you bring to the role



7. Have you ever done this job before?

- Give examples of times in which you applied skills relevant to the role you are being interviewed for

8. Why have you only had one job?

- The role offered you the opportunity to develop a number of skills
- You enjoyed the role
- Specific circumstances prevented you from undertaking another role e.g. education

9. Why should an employer take you on?

- Explain how your skills and experience are relevant to the role
- Tell the employer that you are willing to train and develop new skills
- Mention that you always work to the best of your ability, can be relied upon to work longer hours during busy periods, and that you are always prepared to go the extra mile

10. How do you get on with people?

- Give examples of working in a team in the past
- Explain that you are able to communicate well with people at all levels, always being polite and courteous
- Mention that you are a friendly person who has the ability to establish a good rapport with others easily – provide an example of this

11. How do you cope under pressure?

- Provide an example of a time in which you coped with meeting a deadline that was brought forward or how you adapted to staff shortages
- Mention skills including organization, prioritization and an ability to remain calm

12. What are your strengths and weaknesses?

- Provide one or two examples of each for both questions
- Strengths – Emphasize on skills mentioned in your application, however, give more detailed answers by providing examples of when you demonstrated these skills
- Weakness – explain parts of your previous roles that you found difficult and explain how you overcame these barriers



13. What would you like to be doing in 5 years?

- Explain that you would like to still be working in the company having developed your skills with the aim of undertaking suitable progression opportunities within the company

14. How often were you absent from you last role?

- If you were rarely absent say so
- However, if sick leave has been an issue then provide context and explain how the issue has been resolved

15. When will you be able to start?

- As soon as possible – do not put any barriers in the way

16. Do you have any questions?

- "Do you offer any training or development?"
- "How soon will I hear the result of my application?"
- "Does the company carry out performance reviews and if so, how often?"

When answering interview questions, ensure you:

- Always look at the person who is questioning you
- Direct your answer to the questioner
- Glance around to engage the whole panel
- Keep to the point and be clear
- Speak confidently, keeping answers positive and honest responses
- Give plenty of work related examples
- Speak enthusiastically
- Thank the interviewer for their time once the interview is over