

# JOB INTERVIEW COMMON QUESTIONS

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## TELL ME ABOUT YOURSELF

**Tip:** Decide in advance which of your skills and career highlights best fit the role

**Answer:** Share those as a personal and interesting story, showing how you got started, where you are now, and how this role is the next logical chapter



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## WHAT INTERESTS YOU ABOUT THIS POSITION?

**Tip:** Research the company and position beforehand to find specific things you like around mission, culture, customers and the role.

**Answer:** get specific about the impact you want to have and how your skills fit well



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## WHAT ARE YOUR STRENGTHS?

**Tip:** Decide ahead of time which of your strengths best match the requirements of the role.

**Answer:** Highlight just two to 3 and back them up with memorable stories of times you shined



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## TELL ME ABOUT A TIME YOU FAILED. HOW DID YOU DEAL WITH THAT SITUATION?

**Tip:** Demonstrate that you are resilient and growth orientated

**Answer:** Tell a story of a setback that you quickly recovered and learned from and then moved forward



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## DESCRIBE A TIME YOU MOTIVATED OTHER. HOW DID YOU ACCOMPLISH IT?

**Tip:** Even if you are not in leadership. They want to see leadership here, tailoring your approach to the situation and personalities involved.

**Answer:** Highlight a time when you were positive, persistent and persuasive.



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## TELL ME A TIME YOU HAD TO HANDLE MULTIPLE PROJECTS AT ONCE. HOW DID IT GO?

**Tip:** Focus on your time management and reliability.

**Answer:** Share an example where you used a repeatable system, prioritised in a small way, delegated, blocked time, gave frequent updates.



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## DESCRIBE A TIME YOU WENT THROUGH A MAJOR CHANGE AT WORK. HOW DID YOU ADAPT?

**Tip:** Employers are looking for people who are excited about challenge, not just tolerant of it.

**Answer:** Tell a story about a big challenge that impacted you directly and that you adjusted quickly; bonus if you got others on board



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## TELL ME ABOUT A TIME YOU SET A GOAL FOR YOURSELF. HOW DID YOU ENSURE YOU ACHIEVED IT?

**Tip:** Show you can get things done. that you set clear goals and follow through

**Answer:** pick an example where you succeeded in a replicable way, broke the goal into small steps, made progress each day, showed grit through challenges.



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## WHAT IS AN EXAMPLE OF A TIME YOU DISAGREED WITH A BOSS OR COLLEAGUE. HOW DID IT GO?

**Tip:** Never badmouth the other person ( the interviewer is imagining themselves)

**Answer:** Pick a time when you had a valid case, communicated it professionally, and it reached a positive resolution.



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## WHAT ARE YOUR WEAKNESSES?

**Tip:** Don't use "I care too much" or other cliches, this is about self awareness

**Answer:** Describe 1-2 that aren't major dealbreakers for an employer, and describe how you have been working on improving.



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## ANY QUESTIONS FOR ME?

**Tip:** The only question almost guaranteed to be asked- don't sleep on this.

**Answer:** Ask questions that show you've researched the company or are focused on success (ex: what would success look like in the first 6 months of this role)



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## ANYTHING ELSE WE DIDN'T GET TO DISCUSS?

**Tip:** Don't say no! Before the interview think about 2-3 main points that you want to communicate throughout the interview

**Answer:** Use this time to reiterate those

