



27 Questions You Might Be Asked...

The interview office is not an exam room. There are no single 'right' answers that you must learn by rote. Treat each question as an opportunity to score points, not as a test to see whether or not you can come up with the textbook answer. Look outwards; not inwards. Project yourself into the interviewers mind.

All interviewees have their areas of vulnerability and most interviewers have their favourite questions. Unless you go to the meeting confident, you will present yourself inadequately because of fear or apprehension.

If you do your homework, you will have all the factual data you need at your fingertips and you will be free to concentrate on answering the real questions: -

- ✓ "What does he/she *really* want to know?"
- ✓ "What will he/she see as a benefit to him/her - the organisation?"
- ✓ "What response would register most favourably with me if I were sitting in that chair?"

As you do these simple exercises, be very careful not to train yourself into becoming so accomplished at a question and answer routine, that you accept this as your role. Your competence in this area alone will not secure a job offer. You should not allow the interviewer-question/interviewee-answer pattern to develop as though you were in an exam room.

It is important that *you* also *ask* questions. Use **Who? What? Where? How? When?** These are all open-ended questions. These spark the "shoptalk" that wins interviews. But you still have to deal with questions asked, whether or not you think them relevant.

Let's make you more confident now by considering some current, commonly asked questions.

You will get some of them. Welcome them! Your "5 Ps" preparation method will give you substantial advantage over your competitors.

5 Ps = Preparation and Planning Promise Perfect Performance

Please do not read straight through these questions, thinking, "mmm", as though you were passing time on a train journey. Stop at each 'station' and think – how would I answer this? before you turn to my 'Points to Ponder.' This is not a quiz. It is an important stage of your learning process. It is going to help you get the job or university place you want.

When you have worked out your best answers you could use a voice recorder to trial your responses and play them back and re-record until they sound right. These will stay in your head and you will hear them, when they are needed.

There are no prizes for a high score, but very high prizes for scoring in the real- life situation. 'Failing' here, first time is the route to success when it truly matters.

How would **you** answer?

1. What are your strong points?
2. What are your weak points?
3. What was the last book you read?
4. What do you look for in a job/university?
5. I don't understand why you think you're the right person for this job...

6. a) We cannot make a decision in less than 5 weeks
b) We will let you know
7. What would you consider a reasonable time to stay in a job?
8. What salary are you looking for?
9. Can we approach your referees?
10. Where do you hope to be in three years time?
11. Why should we choose you in preference to another candidate?
12. Would you prefer to be a small fish in a big pond Or a big fish in a small pond?
13. I'm afraid you have not got the experience we are seeking.....
14. To be frank, Mr /Miss Williams, you are too young for this position.
15. Good morning. Would you like a drink?
16. Now then, Miss/Mr Jones, would you like to tell me about yourself?
17. What do you know about us?
18. Good afternoon, did you have any trouble finding us?
19. Have you done this job before?
20. What do you see as your greatest personality defect?
21. What is your long-term career aim?
22. You do not have much experience in... How do you think you will be able to cope?
23. Would you mind taking a psychological test?
24. Do you ever have doubts as to your ability to do this job/complete this course?
25. Do you consider that you have good managerial potential?
26. How would you describe 'success'?
27. Are you a reliable worker with good time keeping?

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