

# Common interview Questions to practise

## Why do you want this job?

This is your opportunity to show off how much you know about the position because of your research and interest. Google the type of job it is and find out about the tasks involved. You could also check out [www.joboutlook.gov.au](http://www.joboutlook.gov.au) they have an alphabetical list of most (not all) jobs. You should also demonstrate why you'd be suitable for the job.

## Tell me a bit about yourself...

Here is your chance to talk about your skills and strengths and how they relate to the role. For example, qualifications you may have attained, experience you've had and personal attributes that you can bring to the role. If you don't have any qualification, talk about your favourite subjects in school and why you're good at them. It's also a good opportunity to talk about any extra-curricular activities you have been involved in that demonstrate positive attributes that would be an asset to any organisation.

## What do you know about our business/company/organisation?

Make sure you know what the company does and are able to give examples of the type of work they do or services they provide. It is good to show awareness of any recent projects that the organisation is working on – you can usually access information about these matters on the organisation's website or social media pages if they have them. Use Google to find out more!

## Why do you want to work for us?

It's a good idea to highlight any positive information you have found out about the business when you answer this question and to explain why you think this would be a great organisation to work for. Demonstrate your motivation for taking the role e.g. "I want to work here because I have a qualification in Business Administration and I know this position will give me the opportunity to practice the new skills I have learned within your business centre."

## Why are you leaving your present job?

Under no circumstances should you use this question to speak negatively about your previous employer. Use your answer to emphasise ways in which the new role offers opportunities for your career and development. You may also mention why the previous role no longer suits your abilities if that is the case. If you don't have another, simply state that.

## What work experience do you have?

This one is easy. Here you can list all the experiences you have under your belt that have brought you to this point. Remember, if you haven't had any formal experience, it is ok to talk about other activities you have been involved in that have given you the skills to contribute to the job e.g. household chores, gardening, lawn mowing, helping relatives move house, pet sitting, babysitting, house sitting etc.. You are trying to demonstrate that you can be given a task and that you can perform that task as instructed and in the time frame asked. Don't forget the value of mentioning work experience and volunteer work, as these activities play a vital role in developing teamwork, leadership, listening, communication, and relationship-building skills.

## What are your strengths?

Everyone should know three strengths in advance that they have and be prepared to give examples of how they would benefit any business. Make sure you have yours ready. Don't know your strengths – think of what you do well, are you organised, do you like working with your hands or do you prefer computer work or research, do you like doing things in a particular order or do you prefer less structure, do you work well in teams or do you prefer to work on your own, are you friendly and approachable etc.

## What do you think you will find challenging in this job?

It's ok to admit you feel daunted by some of the tasks ahead, but that you are up for the challenge and excited about learning new skills along the way. Be honest, yet hopeful about being able to overcome the obstacles that inevitably play a role in any new job.

### Where did you find out about this position?

Most positions are advertised through personal networks, but it's important to demonstrate your motivation for seeking out the work. Don't just pass over this question – it's an important chance to show your initiative in looking for employment.

### Where do you live? How would you travel to and from work?

Use this question to demonstrate that you have an understanding of the location of the role, along with a plan to ensure you will be able to reach work on time. Check out bus / train schedules, talk to your parents or other adults on how you can get to the job.