

Possible Interview Questions and Answers Template

Tell me about yourself?

Guidelines - If this is asked at the beginning of the interview give a quick run down of your qualifications and experience to date, then ask whether the interviewer(s) would like you to expand. If the question is asked towards the end of the interview and you have already talked a lot about yourself, then this is the opportunity for you to elaborate on any positive points and put across any messages you have not had the chance to give so far.

What are your strengths?/What are your weaknesses?

Guidelines for strengths and weaknesses- Once again the employer is seeking to ascertain how mature you are and your awareness of yourself as a person. If you have a job description, you may find it useful to focus on where you see your strengths and weaknesses in relation to the tasks listed. Remember weaknesses can be turned into strengths. Talk about the strategies you use for dealing with that weakness, or its positive side e.g. taking time to make decisions may slow you down, but on the other hand you are not impulsive. Listing too many weaknesses will type you as very negative. You may have to admit that you do not have a particular type of experience called for however you may be able to give evidence of your ability to determine the skills required. Don't bring up too many weaknesses - one or two will suffice!

Why did you apply for this position/why do you want to work here?

Guidelines - Explain why you are interested in the organization. If you have had a long-term interest in them, say so. If location is significant, you could mention this after talking about your interest in the firm. Try not to focus on what you will get from the organization, but the qualities you will bring to them. You could mention that you see the position as offering challenge, a chance to learn new things and to enhance and develop skills and abilities necessary for the position.

Where do you see yourself in 5 years from now?

Guidelines - Your answer will give evidence of whether or not you are the sort of person who plans ahead. Remember that fewer and fewer employers expect all their employees to make a life-long career in their organization. You may want to express a desire to progress as rapidly as ability and opportunities allow within the organization, or what you would like to do on a broader scale.

Behavioural based Questions – STAR METHOD –see other handout

General Tips:

- If you are stuck on a response please try saying: "Let me think about that for a minute" or try repeating the question back to the interviewer in effort to help process and ensure you understand the question.
- Don't memorize the above word for word. Try to think and highlight a few key words that stand out for you. If you memorize, they get stuck often and then forget the whole response.
- Dress to impress: in a clean and ironed dress shirt or sweater and black dress pants with black shoes/boots
- Bring an extra copy of your resume.
- You may also wish to bring some paper and a pen to take any notes
- Think about the route you will take to get there. Try to arrive 15 – 20 minutes early. Look on the transit system website and see how much time your route will take.