



**How to  
answer ?**

# Tell me something about yourself

---

A simple formula for answering “Tell me about yourself”

- **Present:** Talk a little bit about what your current role is, the scope of it, and perhaps a big recent accomplishment.
- **Past:** Tell the interviewer how you got there and/or mention previous experience that’s relevant to the job and company you’re applying for.
- **Future:** Segue into what you’re looking to do next and why you’re interested in this gig (and a great fit for it, too).

## Tips

1. Remember this is often your first impression, and it matters.
2. Tailor your answer to the role and company.
3. Know your audience.
4. Keep it professional.
5. Speak with passion.
6. Don't ramble
7. Practice, practice, practice – but stop short of memorizing
8. Keep it positive.

# Why should we hire you?

---

**Your job here is to craft an answer that covers three things:**

- That you cannot only do the work, but also deliver great results.
- That you will really fit in with the team and culture
- that you would be better hire than any of the other candidate.

## **What not to do when answering "**

1. Don't just cover the basics
2. Don't assume they'll make the connections.
3. Don't tell your entire life story.

# Why do you want to work at this company?

---

Describe how you can be a good fit for the job based on your personality, talents, working style, and career ambitions. Explain how your basic beliefs align with those of the organization, which will make it simpler for you to fit in and acclimatise to the work culture.

## What employers probably don't want to hear.

### Examples:

1. "Honestly, I just need a job, and this one looked interesting."
2. "I see this as a step to bigger and better things."
3. "I've heard this company offers good pay and benefits."

## What employers probably want to hear.

1. How can you help the company succeed?
2. What past career successes could you potentially repeat at this company?
3. How will you compliment the company's culture?

# What can you bring to the company?

---

They don't just want to hear about your background. They want to see that you understand what problems and challenges they're facing as a company or department as well as how you'll fit into the existing organization.

## How to prepare your answers ?

1. Do your research
2. Reflect on how your own skills, traits, and experiences line up with what the company needs and wants
3. Focus on one or two things that make it clear you've done your research
4. And be sure to "answer with the specific job in mind, not your general strengths."

# What are your greatest strength?

---

When you're answering this question, think quality, not quantity. In other words, don't rattle off a list of adjectives. Instead, pick one or a few (depending on the question) specific qualities that are relevant to this position and illustrate them with examples.

Remember Stories are always more memorable than generalizations.

## Strengths that you can talk about

1. Analytical Strength (coming up with innovative solutions, interpreting data, making decisions, thinking critically, solving problems etc.)
2. Communication Strength
3. Management Strength (focusing on process/teams, handling conflicts, delegating etc.)
4. Team Work
5. Work Style
6. Job-specific strengths

# What do you consider to be your greatest weakness?

---

You can construct your answer to this question with a pretty simple formula:

- Clearly describe your weakness (preferably with specifics, not vague clichés hiring managers have heard hundreds of times).
- Give a short example of a time your weakness affected your work.
- Talk about what you've done to improve your weakness.

But putting together your answer is only one of the challenges here. The other is choosing a weakness to talk about.

## Weaknesses that you can talk about

1. Decision making
2. Feedback acceptance
3. Public speaking
4. Understanding of when and how to say no
5. Sense of when to stop tweaking or perfecting something.
6. Responses to vague instructions

# What is your greatest achievement?

---

A great way to answer this question is by using the STAR method

**S – Situation**

**T – Task**

**A – Action**

**R – Result**

Set up the situation and the task that you were required to complete to provide the interviewer with background context (e.g., “In my last job as a junior analyst, it was my role to manage the invoicing process”), then describe what you did (the action) and what you achieved (the result): (e.g., “In one month, I streamlined the process, which saved my group 10 person-hours each month and reduced errors on invoices by 25%.”)



# Tell me about a challenge or conflict you have faced and how you dealt with it.

---

When asked about a conflict at work, you should start by briefly describing the conflict that occurred, and explain how you approached the situation and the actions you **took**. Interviewers are looking to see how you demonstrate problem-solving skills and how you approach conflict.

# Tell me about a time you demonstrated leadership skills

---

**Talk about the action (or actions) you took and make sure you frame it all in terms of your leadership.** Talk about the results of your actions—the more quantifiable and concrete the better. You can also briefly talk about anything you learned about leadership from this experience.

1. Define what leadership means to you.
2. Choose a story to share
3. Structure your answer

**Apply STAR method**

# Tell me about a time you made a mistake and how did you overcome it

---

It's easy to look good when you're talking about your achievements, but your interviewer wants to know how you'll react when things don't go as planned. Your response can teach them:

- How you handle challenges
- How self-aware you are
- How well you acknowledge and admit your errors
- How you learn from mistakes and mitigate them going forward

## How do you answer ?

1. Choose the right mistake to talk about  
Example: Miscommunication, Misunderstanding, Situations where you were reactive and not proactive, Missed deadlines, Knowledge or skill gap etc.
2. Clearly lay out the situation
3. Tell your interviewer what mistake you made.
4. Explain how you addressed the mistake in the moment.
5. Talk about what you learned and how you've avoided making the same mistake again.

# Tell me about a time you failed

---

Make sure you pick a real, actual failure you can speak honestly about. Start by making it clear to the interviewer how you define failure.

## How do you answer ?

1. Pick a real failure.
2. Define failure in your own words.
  - *“To me, failure is about not meeting expectations—others’ as well as my own.”*
  - *“As a manager, I consider it a failure whenever I’m caught by surprise. I strive to know what’s going on with my team and their work.”*
  - *“I think failure is more than just not meeting a goal, it’s about not meeting a goal with the resources you’re given. If I end up taking more time or supplies than I was originally allotted, that feels like a failure to me.”*
3. Tell your story
4. Share what you learned

# What is your work style?

---

It is a question about your SOFTSKILLS.

When an interviewer asks you about your work style, they're probably trying to imagine you in the role. How will you approach your work? What will it be like to work with you? Will you mesh well with the existing team? You can help them along by choosing to focus on something that's important to you *and* aligns with everything you've learned about the role, team, and company so far.

## **Tips on how to answer ?**

1. Understand what kind of things you might talk about.
2. Find alignment between the job description and what's important to you.
3. But be honest
4. Tell a story to demonstrate
5. Keep it positive
6. Don't overthink it

# How do you prioritize your work?

---

Your interviewers want to know that you can manage your time, exercise judgement, communicate, and shift gears when needed. Start by talking about whatever system you've found works for you to plan your day or week, whether it's a to-do list app you swear by or a color-coded spreadsheet. This is one where you'll definitely want to lean on a real-life example. So go on to describe how you've reacted to a last-minute request or another unexpected shift in priorities in the past, incorporating how you evaluated and decided what to do and how you communicated with your manager and/or teammates about it.

# Do you consider yourself successful?

---

This question might make you uncomfortable. But you can think of it as an opportunity to allow the interviewer to get to know you better and to position yourself as an excellent choice for this job.

## **Tips on how to answer ?**

1. Say YES, confidently
2. Highlight specific achievements
3. Explain how you define success
  - Focus on personal success
  - Focus on professional success
4. Talk about the process
5. Don't forget your team
6. Plan ahead

# Where do you see yourself after 5 years from now?

---

If asked this question, be honest and specific about your future goals, but consider this: A hiring manager wants to know

- if you've set realistic expectations for your career,
- if you have ambition (a.k.a., this interview isn't the first time you're considering the question), and
- if the position aligns with your goals and growth. Your best bet is to think realistically about where this position could take you and answer along those lines.



# Do you have any question?

---

You probably already know that an interview isn't just a chance for a hiring manager to grill you—it's an opportunity to sniff out whether a job is the right fit from your perspective. What do you want to know about the position? The company? The department? The team?

## **Tips on how to answer ?**

1. Don't say you don't have a question
2. Be flexible
3. Ask few specific questions
4. Ask questions you really want to know the answers to.

# Sample questions that you can ask

- What does a typical day or week look like in this role?
- What are the most immediate projects that need to be addressed?
- Can you show me examples of projects I'd be working on?
- What are the skills and experiences you're looking for in an ideal candidate?
- What attributes does someone need to have in order to be really successful in this position?
- What types of skills is the team missing that you're looking to fill with a new hire?
- What are the biggest challenges that someone in this position would face?
- What sort of budget would I be working with?
- Is this a new role or will I be taking over for an employee who's leaving?
- How does this position contribute to the company overall?
- Do you expect the main responsibilities for this position to change in the next six months to a year?



Any questions

---

