

## LIST OF COMMON INTERVIEW QUESTIONS / TIPS

<p><b>... about yourself</b></p> <ul style="list-style-type: none"> <li>- Tell us about yourself.</li> <li>- How would you describe yourself?</li> <li>- What are your strengths and weaknesses?</li> <li>- What are your hobbies?</li> <li>- Tell us about a mistake you made in the past and how you handled it.</li> <li>- What question would you not like us to ask you?</li> <li>- Talk about the aspects of your education, work experience and skills that are relevant for the job in question.</li> <li>- Talk about a particular project or task which you did successfully.</li> </ul>	<ul style="list-style-type: none"> <li>- Be honest. Show that you are able to use your strengths and indicate that you are working on your "weaknesses".</li> <li>- Be positive. Even if a mistake was made, remember to say that you learned from it.</li> <li>- Say that you hope they do not ask you about a particular department / task as you do not yet have much experience in that department/area. Keep it simple and say something positive.</li> </ul>
<p><b>... about your education, work experience and skills</b></p> <ul style="list-style-type: none"> <li>- Why did you choose to train at vocational college?</li> <li>- What responsibilities did you have/ do you have during the work placement? / at work?</li> <li>- Please tell me about your present job.</li> <li>- What have you learned in your present job that you think will help you in the position you're applying for with us?</li> </ul>	<ul style="list-style-type: none"> <li>- Talk about the aspects of your education, work experience and skills that are relevant for the job in question.</li> <li>- Talk about a particular project or task which you did successfully.</li> </ul>
<p><b>... about what you know</b></p> <ul style="list-style-type: none"> <li>- What languages do you speak?</li> <li>- What computer software are you familiar with?</li> </ul>	<ul style="list-style-type: none"> <li>- Answer honestly.</li> <li>- Be honest. Don't say you know MS Office if you only learned Word, PowerPoint and Excel.</li> </ul>
<p><b>... about your motivation</b></p> <ul style="list-style-type: none"> <li>- Why did you apply for this job?</li> <li>- Why do you want to work for this company?</li> <li>- Why do you think you would be a good candidate for this job?</li> <li>- What would you like to achieve in the next five/ten years?</li> </ul>	<ul style="list-style-type: none"> <li>- Show that you have researched the company and know what the job is about.</li> <li>- Stress the positive aspects of the company and the job.</li> <li>- Talk about realistic goals and describe how you would like to progress with your career.</li> </ul>
<p><b>Questions you can ask the interviewer</b></p> <ul style="list-style-type: none"> <li>- I would like to continue improving my skills. What courses does the company offer?</li> <li>- What kind of training is given to new employees?</li> <li>- Who would I report to?</li> <li>- What are the prospects for promotion?</li> <li>- What are the next stages of the selection process?</li> <li>- When could I start?</li> </ul>	