



## LESSON 10.1 - 10.5 Handouts

### Most Common Interview Questions - Tell Me About Yourself

# Interview Essentials

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*Watch the corresponding training video and then open an online document or use a physical notebook to complete any exercises below. Or you can input your responses directly into the PDF.*



# Course Outline.

## 1. Introduction & Objectives

## 2. Preparation for an Interview

- 2.1. Researching for an Interview

## 3. Interview Confidence

- 3.1. Calming Nerves on the day

## 4. Mindset Shift: Don't 'Show Off', Demonstrate your Value

## 5. The Expert Approach

## 6. Types of Interview Questions

## 7. The Secret to Answering Any Interview Question

## 8. The STAR Interview Response Technique

- 8.1. STAR Framework Example 1: "Tell me about how you worked effectively under pressure."
- 8.2. STAR Framework Example 2: "Tell me about a time you showed initiative on the job."

## 9. When you don't have all the job requirements

- 9.1. How I personally addressed this in an interview.

## 10. Most Common Interview Questions

- 10.1. Tell me about yourself - Dos and Don'ts.
- 10.2. Tell me about yourself. Example 1
- 10.3. Tell me about yourself. Example 2
- 10.4. Tell me about yourself. Example 3
- 10.5. Tell me about yourself. Example for a fresh graduate.
- 10.6. What is your greatest Weakness? Dos and Don'ts

- 10.7. What is your greatest Weakness? Example 1

- 10.8. What is your greatest Weakness? Example 1

- 10.9. What is your greatest Weakness? Example 3

- 10.10. What is your greatest Strength? Dos and Don'ts.

- 10.11. What is your greatest Strength? Example 1

- 10.12. Why should we hire you?

- 10.13. Why should we hire you? Example 1

- 10.14. Why should we hire you? Example 2

- 10.15. Why should we hire you? Example for a fresh graduate.

## 11. How to address gaps in your employment timeline?

- 11.1. How to address gaps in your employment timeline. Examples.

## 12. Questions to ask at the end of an interview

## 13. Negotiating a Starting Salary

- 13.1. How to dodge the "what's your current salary?" question.
- 13.2. Making the first offer
- 13.3. What to do if they come in with the first offer and low-ball
- 13.4. Give a salary range, but never a number
- 13.5. Go in with leverage
- 13.6. Don't accept right away - the 24 hour rule
- 13.7. Make silence your best friend
- 13.8. What to do if the final offer is too low

## 14. Following up after an interview

## 15. Closing & Good Luck

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*Tell me about  
yourself.*

INTERVIEW QUESTIONS - ONE

*There are three parts to a great response:*

**1. PRESENT:** Where you are now - current job and it's scope, as well as a recent big accomplishment. Highlight your selling points for the job.

**2. PAST:** How you got to where you are now - you could mention your education or qualifications, past experience and successes that relate to the current role.

**3. FUTURE:** Your goals for the future - end with why you're interested in this position right now and a goal you have for your future (ideally something that links with the job you're applying for).

You can also mention any hobbies or passions - *but remember to keep this part really short, and ideally link it to the role you're applying for.*

*Things to avoid:*

- ✗ Avoid mentioning personal information about you or your family, including marital status, children, political or religious affiliations.
- ✗ Avoid simply summarizing your resume.
- ✗ Avoid talking too much about a hobby - it might convey that it's more important to you than your career.
- ✗ Avoid immediately jumping into what you're looking for in the role or why you're a great fit - save that for later in the interview process.
- ✗ Avoid a long, rambling response. Try to keep it to under 2 minutes.

## Examples

- “I’m an innovative consultant and I specialize in corporate sustainability reviews which sees me engaging with clients and providing recommendations for how they can more sustainably design their business models – I was recently named a ‘Company Star’ in our internal awards scheme. Over the past 4 years I’ve developed a passion for consulting and have been promoted twice. I love helping companies find solutions to their problems. In my current role at X, I’ve been focussing on Y and Z and have a broad scope of responsibility. I’ve been really enjoying gaining skills in other areas and being able to apply my expertise. While I love my current role, I want to gain more experience in different areas and in a new industry, which is why I’m interested in the role.”
- “For as long as I remember I’ve loved writing and speaking in public, even back in high school. This led me to complete a degree in journalism and to my current role as X for Y company and I’m consistently recognized for my writing talent. Prior to this role I worked across a range of industries in communications roles, where I learned about how to fine-tune and apply my skills to varying briefs and audiences. I’ve learned I worked best when I’m passionate about the company I work for, and given I’m a huge fan of what your company stands for, I jumped and the opportunity apply when I saw the job listing.”



- “I’ve been a marketing manager for the past 3 years, mainly in retail banking. Earlier this year I raised my hand to lead a marketing campaign which we successfully launched recently and gained heavy organic press covered which was a great win for me personally given it was my first experience. Before that I worked in recruitment which helped me improve my skills around communication and connecting with people of diverse backgrounds – I’m a real people person and love learning new things about others. I’m naturally very curious, which also makes me a fast learner. I’m now looking to expand my experience into a different industry and step up into a leadership role, which is why I’m interested in joining a company like yours.”

Here's a *template* you can print and use to practice:

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<i>PART</i>	<i>YOUR RESPONSE</i>
I. PRESENT	
II. PAST	
III. FUTURE	

## *Examples if you're a fresh graduate:*

**1. PRESENT:** Give an overview of what you studied & why you chose it.

**2. PAST:** Now, you're not going to have prior work experience to talk to, so instead you'll highlight relevant experience including internships, volunteering or any skills developed during your studies.

**3. FUTURE:** Here's where you have why you want the job.

## *For example:*

- I studied Marketing Communications at X University and chose that because I've always been interested in understanding how to develop digital marketing strategies and how consumers respond. I was really active in our student association and learned how to communicate with local businesses and created a donation campaign that raised \$7000 for charity. Balancing this volunteer activity with my university work helped me develop skills around prioritization & time management which are essential for this role. I've done my research and this seems like the right company for me to do meaningful work, and contribute my skills, while gaining really broad experience.



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<b>PART</b>	<b>YOUR RESPONSE</b>
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<b>II. PAST</b>	
<b>III. FUTURE</b>	



**Notes:**