

WHAT QUESTIONS ARE ASKED IN AN INTERVIEW?



THIS IS WHAT I WILL COVER

- I will tell you how many questions you will get asked during your interview.
- A list of questions that will almost certainly come up during your job interview!
- Tips for answering each question correctly.
- **Example answers to help you pass!**

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**How many
questions are asked
in a job interview?**

How many questions are asked in a job interview?

- ✓ **Typically, there will be between 8 and 12 questions asked in a job interview.**
- ✓ **If you are undertaking a phone interview, this number reduces to between 5-8 questions.**

How long will my interview last?

- ✓ **The average length of a job interview is 30 minutes.**
- ✓ However, this will vary depending on the length of your answers.

**What questions are
asked in an interview?**

There are 3 types of question asked in a job interview...

#1. Motivational interview questions.

#2. Research interview questions.

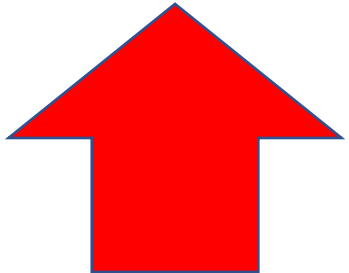
#3. Behavioral interview questions.

**The 12 interview
questions you must
prepare for to pass any
job interview!**

MOTIVATIONAL INTERVIEW QUESTIONS

Q1. Tell me about yourself.

- **S**kills and qualities
- **E**xperience and/or educational qualifications.
- **T**he type of person you are.



Q1. Tell me about yourself.

“Thank you for inviting me to be interviewed for this position.

I have numerous skills and qualities that are a match for the job description and having gained several years experience within this industry I feel positive I can come into the team and make an immediate impact.

I am a solid worker who learns things quickly and who always put the needs of the team first. I work very well under pressure and I can be left alone to get on and do a job to a high standard.

In my previous role my manager often praised me for my resilience, for my positive attitude and for the fact I am always willing to learn and develop new skills.

I am the type of person who can learn things very quickly. I am a loyal and trustworthy employee, and I will always represent your company in a strong manner whilst dealing with your customers or clients.”

MOTIVATIONAL INTERVIEW QUESTIONS

Q1. Tell me about yourself.

Q2. Why do you want this job?

Q2. Why do you want this job?

“I want this job because I am passionate about the industry and having read the job description it is a perfect match for my skills and attributes.

Because we spend so much time at work I want to be in a role where I feel I am making an impact and where I am constantly growing and developing.

I also want this job because it is with your company – I have researched you quite a bit before the interview and it is clear you are innovative; you have a strong management team in place, and you support your employees.”

MOTIVATIONAL INTERVIEW QUESTIONS

Q1. Tell me about yourself.

Q2. Why do you want this job?

Q3. What are your strengths and weaknesses?

Give four or five strengths you have that are a match for the job you are applying for and then **give just one weaknesses** that is not a match!

Good weaknesses include:

- Not very confident at talking in front of large groups of people (yet).
- Not very good at giving people honest feedback.
- Spend too much time on the detail.

MOTIVATIONAL INTERVIEW QUESTIONS

Q1. Tell me about yourself.

Q2. Why do you want this job?

Q3. What are your strengths and weaknesses?

Q4. Why did you leave your last job?

Q4. Why did you leave your last job?

“I left my last job because I felt I had developed as far as I possibly could in the role.

I needed a fresh and exciting challenge with a company that had new and ambitious plans for the future.

I really enjoyed my time with my previous employer, and we achieved great things together whilst I was there.

However, it was time to move on and take up a new position where my skills and experiences would be used to their full advantage.”

MOTIVATIONAL INTERVIEW QUESTIONS

Q1. Tell me about yourself.

Q2. Why do you want this job?

Q3. What are your strengths and weaknesses?

Q4. Why did you leave your last job?

Q5. Why do you want to work here?

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- **You find their company culture attractive, and you feel this will be a place you can really push on and grow and develop professionally.**
- Looking at their products and services they are all produced to a very high standard. You have high standards too, and you feel the way that you work is compatible with their company values.
- **You are seeking long-term employment with the same company and because of their track record of success you believe this is a place you can grow in conjunction with their plans and aspirations.**

MOTIVATIONAL INTERVIEW QUESTIONS

Q1. Tell me about yourself.

Q2. Why do you want this job?

Q3. What are your strengths and weaknesses?

Q4. Why did you leave your last job?

Q5. Why do you want to work here?

Q6. Why should we hire you?

Q6. Why should we hire you?

“You should hire me because I have the right skills, qualities, knowledge and experience to make a big difference in the role.

You should hire me because I am passionate about my work; I enjoy doing what I do, and I will always go above and beyond what is expected.

Finally, because of my track record of achievement in previous roles, you have the peace of mind you are getting someone who will help your company grow and achieve its commercial and financial objectives.”

MOTIVATIONAL INTERVIEW QUESTIONS

Q1. Tell me about yourself.

Q2. Why do you want this job?

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Q5. Why do you want to work here?

Q6. Why should we hire you?

Q7. Where do you see yourself in five years' time?

Q7. Where do you see yourself in five years' time?

- Say you will still be working for them in the same role or perhaps in a higher position.**
- Say you will be a trusted, reliable and high-performing member of the team who is seen as someone who contributes a lot to the team goals.
- Say in five years' time you will be happy to help train up new members of staff as and when they join due to your experience and knowledge of the company.**

RESEARCH INTERVIEW QUESTIONS

Q8. What do you know about our company?

- **Be able to say what they do in one sentence.**
- Visit their website and find out something of interest about their company – have they been in the news recently for anything positive, or have they won any awards?
- **If they have a set of values or a mission statement, be able to say what these are.**

RESEARCH INTERVIEW QUESTIONS

Q9. What do you expect to be doing in this role on a day-to-day basis?

- Before you attend your interview, **read the job description** and be able to list the main features of the role in your answer.

BEHAVIORAL INTERVIEW QUESTIONS

Q10. Tell me about a time you experienced conflict with a co-worker.

Q11. Tell me about a time you worked with others to complete a challenging task.

Q12. Tell me about a time you went above and beyond for a customer or a client.

BEHAVIORAL INTERVIEW QUESTIONS



S

Outline the **SITUATION** you were faced with.



A

Detail the **ACTION** you took to complete the task.



T

Explain the **TASK** you needed to do.



R

Tell the interviewer the **RESULTS** of your actions.

BEHAVIORAL INTERVIEW QUESTIONS

Q10. Tell me about a time you experienced conflict with a co-worker.

- ☐ When answering this extremely **common behavioral interview question**, be sure to say you will sort the conflict yourself.
- ☐ **Do not say** you will report it to your **manager!**

Q10. Tell me about a time you experienced conflict with a co-worker.

SITUATION: In my previous job I was working as part of a team and one of my co-workers was constantly late with finishing their tasks. I found this very frustrating and felt the rest of the team were having to wait for him all the time.

TASK: It was my responsibility to speak to him to encourage him to speed up his work so we could move on to the next project.

ACTION: When I spoke to him in private, he was initially defensive, and he said he would work at his own pace and no faster.

I explained how the rest of the team were constantly waiting for him to finish his projects and if he finished faster, we could all get so much more done over the month.

RESULT: Eventually, after a bit more persuasive conversation with him he agreed to speed up. From that day on he was faster with completing his part of each project and I thanked him for his co-operation.