

20 INTERVIEW QUESTIONS AND ANSWERS TO HELP YOU PASS YOUR FIRST ATTEMPT

1. Tell us about yourself?

My name is (insert name) and thank you for giving me this opportunity today. I have the skills and qualities to match the job description, and to perform highly in this role. I have experience of working with other people: I am someone who is always seeing to learn and develop, and I have the creativity to help your business grow whilst offering excellent service to your customers. Outside of work, I keep myself fit and active; I am a positive person who always embraces change and will always take responsibility for my personal development.

2. Why do you want this Job?

I want this job because it is a role that I am very passionate about, and I see my long term career in this position. I also want this job because having researched your company, you are clearly innovative, you support your employees in their work and you are always striving to move forward and develop.

3. How did you hear about this position?

I have held a keen interest in your company for several months now and I have been on the lookout for this role to be advertised. To make sure I was notified as soon the position was advertised, I applied.

4. What are your strengths?

My strengths include my ability to learn quickly, the fact that I am a people's person means I will always be a positive role model for your company whilst dealing with your customers, and the fact that I see change as a positive thing and I will always embrace it for the better good of the company.

5. What's your biggest weakness?

My biggest weakness is that fact that I don't have much experience in talking to large groups of people. This is something I am keen to improve on, so if any opportunities were to arise in this position to gain experience in this area, I would certainly want to take advantage of that.

6. How would you deal with conflict with a co-worker?

I would deal with the conflict by seeing if I was doing anything to contribute to the conflict before speaking to my co-worker in private to find an amicable way forward that we were both with. I will always put the needs of my team first and try to overcome the conflict so we could move forward.

7. Where do you see yourself in the next 5 years?

I see myself hopefully working for your company either in the same role or having gained advancement to a higher level. In 5 years, I would have also developed significantly and be seen as a trusted reliable and productive member of the company.

8. What's your ideal working ideal?

My ideal work environment is positive, is one where everyone in the team seeks to continually grow and improve, where I would get to use my creative side to help the business grow and develop.

9. What experience do you have relevant to the role?

I have experience dealing with customers and clients in a manner that is representative of the company's vision and values. I have experience of collaborating with other people in a team to achieve a common objective, and I also have experience of solving problems independently and completing time sensitive task under pressure.

10. How would other people describe you?

My friends and previous co-workers have often described me as someone who is driven, enthusiastic and upbeat. I believe they would also describe me as someone they could turn to whenever they need assistance: someone they could rely on to help them out at short notice, and someone who has a can do attitude even in difficult situations.

11. Describe your self in 3 words.

Commercially-aware, self-motivated and productive which means I will always see me achieving good things for the business. I am commercially-aware which means I understand the importance of always doing a good job on time to help the business drive. I am also self-motivated which means I will take it upon myself to quickly and diligently work through all tasks and duties to help the team achieve its objectives.

12. What's been your greatest achievement?

My greatest achievement was in my previous role where I helped the company increase sales. This was achieved by improving customer service standards and by thinking of different ways to help the business market its product through social media channels like Tiktok.

13. What do you do outside of work? Hobbies and interest

Outside of work, I keep myself active fit, active and I visit the gym on the regular a few times a week. This keeps me motivated and it also helps boost my concentration levels at work. I am also a family person, I often spend time at weekends with those closest to me. Finally, I like to read self-development books and I always have a good book on the go at any time.

14. What can you do for us that other candidates can't?

I can bring a diverse set of skills, qualities and experience to the team that I believe will help you business grow, I am strong communicator, and I will always try to solve problems without troubling my manager. I will always take care of your customers which in turn will increase sales. I can also bring a level of knowledge to this role that I believe is unrivalled, and I will always work hard to ensure you see a positive return on your investment.

15. Why do you want to work for us?

I want to work for your company because you are socially responsible, you have a strong set of workplace values that align with own ambition as and aspirations, and you have a brilliant track record of achievements. I f I am successful I can genuinely see myself working for your company for may years to come.

16. How would you deal with a difficult customer?

I would listen to the customer, I would ask them questions to establish their needs, and I would try to establish a connection. At all times, I would be professional, and I would try to find a solution to their problem quickly and calmly. It would be my goal to keep the customer on board and to ensure they had a good experience with the company.

17. Tell me about a time when you failed?

In my last job, I was working as part of a team that failed to finish a project on time. We simply failed because we had not listened to the brief fully at the start of the project and things got missed. As soon as we realized we had a mistake, we informed our manager. Apologized and we discussed what had learned from the experience to make sure it never happened again.

18. Why do you want to leave your current job?

I want to leave my job I am seeking a fresh challenge with an exciting and innovative company such as yours that has ambitious plans for the future.

19. Why should we hire you?

I believe you should hire me because I am fast learner and need little supervision moving forward. I also believe you should hire me because I will represent your business positively and I will treat your customers well. I will also ensure I find ways to help the business grow, whilst also helping you to save money by using resources in frugal and responsible manner

20. What did you dislike about your previous job?

There was only one thing that frustrated me slightly about my last job, that was the fact that I felt we could have achieved so much as a company. The was lots of opportunities in the market for us to expand and grow but the company owners seemed satisfied with where the company was at that moment.

21. Do you have any questions?

Thank you, I have only questions please: What would you need me to concentrate on in the first 30 days of starting? How has the position evolved over the few years? What are the plans for the company over the next 5 years?