

Sample job interview questions

Personal attributes

- Tell me about yourself
- How do you describe yourself?
- What are your strengths?
- What are your weaknesses?
- What have you learned from participating in extra-curricular activities?
- What types of books do you read? What was the last one?
- What entrepreneurial activities have you been engaged in?

Qualifications

- Tell me about your university studies.
- What skills do you think you have obtained from your degree?
- What subjects did you like best/least at university?
- What are the reasons for failures/inconsistencies on your academic record?

Communication / interpersonal / teamwork skills

- How do you get on with other people?
- What does teamwork mean to you?
- How would you resolve conflict with your colleagues/manager?
- How would you prepare to deliver an oral presentation?

Organisation

- Why did you apply to this organisation?
- What do you know about this organisation?
- What interests you about our products/services?
- What can you offer our company?
- What do you think determines a person's progress in an ethical company?
- What is your attitude towards unionism?
- What do you know about other areas of our operation in Australia/overseas?
- What do you know about (an issue) that has been of particular significance for our industry/organisation recently?

Problem solving/analytical skills

- We faced this problem recently... How would you have handled this issue?
- Tell me about a time when you had to deal with a difficult customer. What happened and how did you resolve the situation?
- How would you deal with a problem you had not encountered before?

Career direction

- What are your long-term career goals?
- Where do you see yourself in five year's time?
- What made you choose this career?
- What are the most important considerations for you in choosing a job?
- What appeals to you most about this position?
- Time management and goal setting
- How do you manage your time? Give us an example.
- Tell me your work diary commitments from Monday to Friday this week.

- What do you regard as your most important accomplishment?
- If you get the job, how would you measure your success after one year?

Motivation

- What motivates you to put in your best effort?
- Are you ambitious?
- What two or three accomplishments have given you the greatest satisfaction? Why?
- What style of management brings out the best in you?