

WISE job search tips



Questions and Answers

Key Questions

Most interviewers have two key questions to answer:

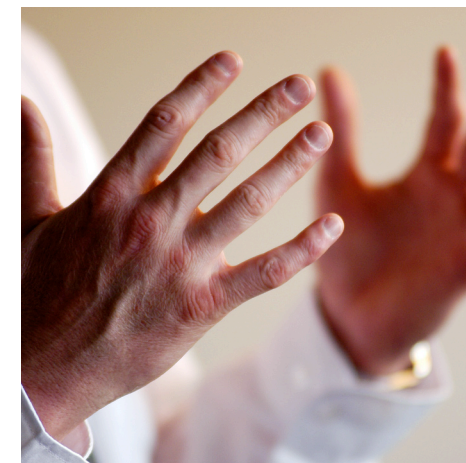
Can you do the job?

This is usually you confirming your skills and abilities outlined in your resume. Are you willing to work hard and succeed in this job?

Will you fit in?

The interviewer is trying to ascertain whether you will fit into the company's culture. Do we like him/her?

Try and relate your answers and features about yourself to what benefits they will be to the company you are applying to (i.e.) I'm punctual and that's important because in this role as a receptionist or sales assistant I am usually the first contact for the public and if I'm late it reflects on the whole organisation. See your features as the company's benefit! These are the most commonly asked questions asked by interviewers to obtain their answers.





Commonly Asked Questions

Tell me about yourself

This question is usually the first question and it gives you an opportunity to talk about your accomplishments and your skills. The employer needs to know that you can do the job and that you will be able to get along with other people working for the company.

- Talk about your past experience and how it relates to the job you're applying for.
- Talk about your training or education and how it relates to the job.
- Emphasise your desire in working for the company in the type of position you are applying for.
- Employers usually want a brief answer. If they wish additional information they will ask for it.
- Remember to relate any personal information back to the job you are applying for.

Have you ever done this type of work before?

Never answer "No" to this question, as no two jobs are exactly alike.

Tell them about:

- Your past experience.
- Your education and training related to the job.
- Your flexibility, adaptability, willingness to learn, enthusiasm and commitment to the position.

Do you want to work here?

In other words, will you be satisfied with this position and will you stay?

Reassure the interviewer with positive comments such as:

- The good reputation of the company.
- The company has the job you've been looking for.
- You like this type of work and the opportunity to commence a career path.

Why should we hire you instead of somebody else?

Focus your answer on your skills, achievements, attributes and willingness to learn that will make you a valuable employee. This is a chance to summarise your qualities in relation to the position.



Commonly Asked Questions

Why did you leave your last job?

People leave jobs for many reasons so answer this question honestly. Explain if there were any difficulties; however reassure that this would not affect this position.

Some of your reasons are:

- The company had a cutback or layoff or that the company had a reorganisation and no longer required your position.
- It was a temporary job.
- I realised that my career opportunities were limited.
- I needed a greater challenge.
- I wanted to work in an area I was more interested in.
- Never criticise your past employers.
- Remain positive.

What is your greatest weakness?

Do not describe any weakness that will allow the employer not to choose you. The trick to this question is to turn a negative into a positive. For Example:

Don't say

"I'm impatient with inefficient people".

Do say

"I like to be highly organised and facilitate the group, I now work at teaching them to become more organised".

Why have you been unemployed for so long?

Always focus on what you have achieved during this time:

- "I've been studying"
- "I've been travelling"
- "I've been working casually or part-time".
- "I've been concentrating on finding a position similar to this"

Finish the question with why you are suited and will be committed to the position you've applied for.

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Questions you should ask

Why did you leave your last job?

Always prepare questions, which you can ask about the job. This shows you are prepared and interested.

Some possible examples are:

- How does this position fit in to the overall company structure?
- Will there be induction and training provided?
- Who would I be working with?
- What are the prospects of advancements?

On the day, bring and use:

- A diary
- A few copies of your resume.
- A few copies of your references (Keep in an organised folder)
- A pen and paper.

Always:

- Greet the interviewer(s) with a firm handshake and smile.
- Keep good eye contact and do not fidget.
- Wait to be offered a seat.
- Remember the interviewer's name and use this throughout the interview.
- Thank the interviewer at the conclusion and reaffirm what happens next in the process (i.e.) when and how you will be notified of the result.
- After the interview, send a brief letter to thank the interviewer for the opportunity to try for the position