INTERVIEW QUESTIONS

Interview questions may vary but in essence they are all trying to establish the following:

1. Your skills and experience to do the job.
2. Your enthusiasm and interest for the job.
3. Whether you will fit in.

If you can answer these questions, using real-life examples to illustrate your points, then you should be able to answer most of the questions that arise including the following frequently asked questions.

Tell Me About Yourself:

This question or something similar starts every interview. Your answer should be well-rehearsed, confidently delivered and last between 3-5 mins. It should also:

* Focus on the areas of most relevance to the job in question
* Include some impressive achievements e.g. improvements made.
* Convey your enthusiasm for the job

Avoid personal or irrelevant information e.g. your children or unrelated jobs.

Tell me about a difficult scenario at work and how you dealt with it:

This question is to test how you cope under pressure as well as your problem solving and communication skills. Good examples are where you:

* Helped resolve or improve a difficult situation.
* Were resilient in adverse conditions.
* Showed emotional intelligence and cool-headedness.

Avoid any examples which still feel sensitive, because in a high-pressure interview situation, old emotions can easily resurface and throw you off balance.