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## **Crucial Questions and Answers**

Crucial questions and answers every good interviewer will ask.

### **WHO ARE YOU REALLY?**

This is what your interviewer wants to know when they greet you with ‘tell me about yourself’. They have already noted whether you arrived on time and are appropriately dressed, now you have to ensure your first words impress. In a concise 2-minute reply you might talk about your education and work experience i.e. what motivates you and what you enjoy, leading to why you are compatible with their vacancy.

### **WHY ARE YOU ON THE JOB MARKET?**

The interviewer will be alert for deceptions, be direct and quick with your response without breaking eye contact. A simple straightforward answer will suffice, even if you were fired your best answer is always the honest one – being made redundant does not carry the stigma it used to.

### **WHAT CAN YOU DO FOR US?**

The interviewer is seeking evidence that you have researched the company. Consider the company’s practical and commercial needs and combine this knowledge with relevant experience and achievements from previous roles and incorporate them into the job description of the vacancy. You may have good knowledge of the local area and industry contacts, if relevant this is always a good point to make.

### **WHAT ARE YOUR STRENGTHS?**

Enthusiasm, maturity, communications skills, decisiveness, telesales, organisation, customer services and so on, focus on specific key strengths that relate to the role in question and back up your assertions with concrete examples. Do not say ‘I can do anything you need’ the interviewer is looking for more focus and remember not to define your scope too narrowly.

### **WHAT ARE YOUR WEAKNESSES?**

The interviewer is probing for frankness, honesty and a good psychological balance, and example of the wrong answer would be: ‘I can’t think of any’ as this is unrealistic and seems egocentric. A good example is a ‘weakness’ resulting as the overuse of strength, for example: ‘sometimes people mistake my decisiveness for impatience, but I have learned to watch my words’. Always try to show you profited from your mistake.

## WHAT TYPE OF BOSS DO YOU LIKE?

Forget the obvious answer: 'one I see once a year' and do not criticise your last boss. The interviewer is probing to find out if you have management issues and are likely to have conflicts as a result of this. A good response would be 'a competent and strong leader who is approachable and helpful, someone I can learn from and give constructive criticism when needed'.

## WHAT ARE YOUR MOST SIGNIFICANT ACCOMPLISHMENTS?

Prepare for this question by noting what you feel most proud of in each of the last 5 years, wherever possible use numbers to show scope. For instance: 'I introduced a new filing system and as a result saved myself 3 hours per week, time I can use to do other duties'.