

1

Tell me about yourself

A classic. Interviewers are looking to see that your attitude is consistent with their company culture. Focus on your professional experience, schooling, interests and anything that shows you are the right person for the role, and back it up with an example. “I am very motivated to learn, for example, I completed an online course which required a lot of self-motivation.”

2

Why do you want this job?

We all like to be paid for our time, but don't say money. Employers want to know that you are interested in their company. Do some research about their business and show that you want THIS job, rather than A job. “Jenny's Accounting is a well-respected local business and they won an award for Customer Service last year. I would love the opportunity to work for Jenny!”

3

What is your greatest strength/weakness?

Here the interviewer would like to see that you are confident and have good communication skills. Always be prepared with at least one answer and example, preferably one that relates to the job. “I have great organisation skills. For example, we recently completed a group project and I took on the role of minute-taker and kept everyone up-to-date on the timeline.”

When it comes to your weaknesses you can be honest but make sure to provide an example of how you deal with these weaknesses. For example you may say something like “I am not very good at using Microsoft Excel yet which is why I have been watching some YouTube tutorials to improve my skills.”

4

Do you have any questions for me?

Before your interview, think of a list of questions. Most of them will be answered during the course of the interview but you want to have at least one question to ask at the end. For example, you could ask the interviewer how long they have worked for the company and what they like best about the industry.