

# Interview Questions and Answers

1. *Do you know anything about our company?*

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Nick-Band.php>

2. *Tell me about yourself?*

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Julia-Harvie-Liddel.php>

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Ian-Ruddy.php>

*I can summarise myself in three words.....I am “description” because “reason”.*

## **Examples**

- *I am **friendly** and **able to talk to people** at all levels*
- *I am **analytical** as I like to **sort out problems** and offer solutions*
- *I am a **hardworker** and am able to **learn new skills very quickly***

## Minimum

- *I am friendly and like meeting new people*
- *I like to do puzzles in my spare time so when i am at work I am able to sort out any problems well*
- *I am a very hard worker*

3. *What are your strengths?*

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Duncan-Bannatyne.php>

- I am **flexible** and **able to adapt** to any task given.
- I am able to **work with minimum supervision** once trained in a role.
- I have a **good work ethic** and believe that if **something is worth doing it is worth doing well** and to the **best of my ability**.

Minimum

- I am flexible and will do what is needed to get the job done
- I am able to do my job well when given instructions
- I have a high standard and do as best that I can

4. What are your weaknesses?

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Duncan-Bannatyne.php>

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Lee-McQueen.php>

Follow any negative with a positive:

Examples:

- I tend to **never feel satisfied until a given task is completed** however I am **learning that a job done good, can also be received as a job done well**.
- I sometimes **put in extra hours outside of my normal hours to get ahead**, however I am now able to **set out my tasks for the day** to ensure that my priority jobs are completed.

### Minimum

- *I am not happy until I complete my job very well, but I have learnt that if my manager is happy with my work then I should be happy too*
- *I like things to be perfect so sometimes I will stay to add more, but I have learnt to know what is a priority and what is not so will make sure these tasks are completed first*

## 5. What do you think you can contribute to the organisation?

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Moray-Coulter.php>

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Peter-Leadbetter.php>

### Examples:

- *I am a **hard worker** with the experience to **get things done efficiently**.*
- *I can be **flexible** with my tasks and hours to **fill in where you need me**.*
- *I can **contribute my organising skills** and my ability to **work well within a team**.*
- *I can bring my **personal experience** and open minded perspective **to interact with clients**.*

### Minimum

- *I am a hard worker*
- *I am flexible*
- *I have experience of this job before*
- *I am a skilled worker*

## 6. Where do you see yourself in 5 years time?

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Lord-Sugar.php>

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Oliver-Lewis-Barclay.php>

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Kirsty-MacCulloch.php>

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Nimai-Swaroop.php>

- *My long-term goals involve **growing with a company** where I can continue to learn, take on additional responsibilities, and contribute as much as I can.*
- *I see myself as a **top performing employee** in a **well established organisation/company like this one**.*
- *I plan on **enhancing my skills** and continuing my **involvement in this field** and area of work.*

*Minimum*

- *I hope I will still be here working for this company*
- *Working to a high standard with this company*
- *With training I hope to be at a senior level with this company*

7. *Do you have any questions you would like to ask?*

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Duncan-Bannatyne.php>

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Oliver-Lewis-Barclay.php>

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Nimai-Swaroop.php>

- ***Will there be any training on the job to further enhance my skills?**  
Most companies will be impressed that you have asked about training as they will have to show you the ropes so the more receptive you are, the better.*

- **What is the immediate need on your team/for the company that you are hoping to fill with this position?**  
There is most likely a project or piece of work about to be started, or a required skill set that they need. You can explain why your experience and expertise makes you exactly what they are looking for.
- **What projects are available that I can contribute on right away?**  
When a candidate asks a question like this, you are letting the interviewer know that you are eager to help others as soon as possible, which is a major bonus. This again gives you the opportunity to sell yourself but do not stray too far from your job role eg. do not promote that you love driving jobs and being out when it is a reception job. As an added bonus it lets you know what skills you need to brush up on before your next interview if there is one or starting the job.
- **How would you describe a typical day on this team?**  
This question is more of an icebreaker, and should hopefully lead to some benter between you and the interviewer. If the interviewer shows struggles or frustrations, be sure to note how you would help them reduce their workload and make things better. If they respond positively, be sure to reinforce that you think it sounds like a great job and you are excited for the opportunity to contribute.

#### Minimum

- Will there be any training
- What will main tasks for this job
- Where will I be located
- What is a typical day be like for this job

**Remember: Never ask about salary at an interview unless they ask you first.**

8. If offered the job now would you take it?

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Nick-Band.php>