**Examples of Interview Questions**

**1. Introduction**

* Tell me something about yourself
* What are your strengths/weaknesses
* What motivates you

**2. Work Experience**

* Whilst working at XYC Company what was the biggest success for you while you were there?
* What was the most useful thing you learnt?
* How can you use what you learnt in the future?

**3. Customer Focus**

* Can you give me an example of a time when you were able to over deliver to a customer?
* Can you similarly describe a difficult customer experience and what you learnt from this experience?

**4. Team Work**

* During your University course have any of your projects been team projects?
* Can you give me an example of a team project that was particularly successful and why?
* Tell me about a time when you worked in a team that did not perform very well
* What happened?
* What did you do to improve the situation?
* Did you lead any projects – how did that make you feel?
* What did you do to make sure that the team worked together well?

**5. Ambition**

We all have aspirations to achieve something in our life and/or career, can you tell me about an aspiration you have had and what you did to achieve it?

* Did you meet your own expectations?
* Did you learn anything during the experience?

**6. Open**

An open outlook towards communication and feedback is likely to ensure greater business success and higher levels of personal satisfaction.

* Tell me about a time when you have found it most easy to communicate and invite feedback.
  + What was the situation?
  + What has been your experience of receiving feedback?
  + How have you applied that feedback to improve work performance?
* Tell me about a time when you found others around you unable to be open towards a situation.
* What was the situation?
* Were you able to encourage others to become more enthusiastic?
* Did it cause any conflict?

**7. Proactive**

It is essential that as a business we are proactive in terms of what we do, such as implementing new working practices, processes and new ideas. Tell me about a time when you have worked in a situation that required you to be proactive and think outside of the box?

* Were you able to progress your ideas?
* How did others respond to the changes you made?

**8. Time Management**

* Describe the last important deadline you had to meet.
* Describe an occasion when you had to organise work in an unstructured setting? What were your priorities? How did you establish that?
* Describe an occasion where you had multiple competing deadlines.
* Give us an example of a situation where you worked under pressure.
* Under what conditions do you work best and worst?
* Which recent project or situation has caused you the most stress? How did you deal with it?

**9. Problem Solving**

* Describe a time when you critically evaluated information in order to solve a problem.
* Outline a particularly challenging analytical problem you worked on.
* Provide an example of a time when you used a non-standard approach to solve a problem

**10. Communication Skills**

**Written**

* What type of writing have you done? Give examples? What makes you think that you are good at it?
* How do you feel writing a report differs from preparing an oral presentation?
* What positive and negative feedback have you received about your writing skills? Give an example where one of your reports was criticised.
* How do you plan the writing of a report?

**Listening**

* What do you do to show someone else that you are paying attention to them?
* Describe a time when you found your attention wandering and you lost the thread of a conversation.
* Have you ever been told you are a good listener? (If yes) when? By whom

**Verbal**

* Tell us about a situation where your communication skills made a difference to a situation?