



Preparing for Interview

1. Read and re-read the job advert, the person specification and job description.
2. Apt will tell you as much about the company as possible, but you can also do your own research by asking around and doing research on the Internet.
3. About the interview. Again, if Apt has arranged your interview, we will provide as much information as possible. You will need to know as a minimum:
 - a. If you will be given a tour of the company;
 - b. If you have to sit any tests;
 - c. Who will be interviewing you – and what is their role in the company.
4. Make a list of the qualities the interviewer is likely to be looking for, eg ability to get on with customers, able to work quickly without supervision, etc.
5. Make a list of your own strengths and weaknesses in relation to this particular job. Can you turn any of your weaknesses into strengths? Eg, I've never used xyz software, but I'm willing to learn.
6. Make a list of the reasons why you want this job.
7. Think of the questions you are likely be asked and write down your answers to them (the following pages may help you with this).
8. Think of the things you would like to ask.



Preparation for Interview: Anticipating Questions and Preparing your Answers

The following are some questions, which are nearly always asked at interviews:

1. What do you know about this company?
2. Why did you leave your last job?
3. Why do you want to work for us?
4. Have you any experience of this kind of work?
5. What are your particular strengths?
6. Do you have any hobbies or interests?

Other popular interview questions you may wish to prepare answers to:

How you see yourself

- Tell me about yourself? or How would you describe yourself?
- What sort of personality are you?
- What are you good at? or What are your strengths
- What 3 major qualities do you possess?
- How would you describe yourself?
- How do you behave in crisis/when under pressure?

How you see and interact with others

- How would you describe your current/last manager? or How would you describe the best/worst manager you have worked for?
- What sort of people do you most like working with?
- What sort of people do you find most difficult to work with? or How have you handled a difficult colleague/manager?
- How do you get on with your colleagues? or How well do you fit into a team?
- What contribution do you/have you made to a team?

How others see you

- What would your last manager/colleagues/referrees/partner say about you/describe you?
- What will you be remembered for in your current/last job?

Positive things about your current/last job

- What do/did you like most about your current/last job?
- What gave you the most satisfaction in your last job? or What are you most proud of in your last/current job?
- What was the most interesting or rewarding job or assignment you have ever tackled?
- What have you done/did you do to make a significant impact in your current/previous job(s)?
- How would you sum up the contribution you made to your last company?



Negative things about your current/previous job(s)

- What are your weaknesses? or What do /did you find most difficult in your current/last job?
- What was the biggest problem you have ever had to overcome?
- What was your greatest disappointment or failure?
- How do you handle criticism? or Describe a situation when your work was criticised
- What do/did you like least about your current/last job or Why were you made redundant/chosen for redundancy?
- Why did you change jobs so often? or Why did you stay so long with one employer?
- If you had your time over again, what would you change/do differently?
- With hindsight, would you have chosen a different career path?
- What was the last thing/person to make you very annoyed?

What you want from your job

- How ambitious are you? or What do you see as the next step in your career? or Are you interested in promotion?
- What are your long term career aims? or Where do you see yourself in 5/10 years time?
- What are the most important factors you require in a job?
- How important is money, status, etc to you?
- What is the ideal job for you?

Research and fitting in

- What do you know about this company?
- Why do you wish to work for this company? or What attracted you to apply to this company?
- What interests you in the job/position?
- Why should we employ you? or What makes you think you will fit in?
- What experience do you have of this type of work?
- What would you bring to this job?
- What would you not want to do in a /this job?

Personal development

- What training have you done in the last year? Who initiated it?
- What have you learned/did you learn from your last job?
- How do you keep up to date with changes in technology?

Outside work

- What are your hobbies and interests?
- What do you do to keep fit or alleviate stress?