

UNDERSTANDING INTERVIEW QUESTIONS

What is it that the recruiter wants?

Every question asked by a recruiter has a purpose. It is important that you analyse the question and understand its purpose before answering. This may sound like quite a challenge. But your brain can process spoken words at about 600 words per minute, whereas the average person speaks around 100 words per minute. Therefore, in theory, you should have enough time to understand the interview question.

As the question is being asked, ask yourself:

- WHY am I being asked this question?
- WHAT is the area of concern to the interviewer?
- HOW can I lower their level of concern?

If you have done your preparation to create your databank of examples of skills, your task is then to select the most relevant and positive example and provide it to the recruiter.

Example Question	What do they want?	What can you give?
Describe a time in any job when you were faced with problems or pressures that tested your ability to cope. What did you do?		
Give an example of a time when you were unable to finish a job because you did not have enough information to go on.		
Give an example of a time when you have had to make quick decision on your own.		

<p>Tell me about a time when your spoken communication skills have been stretched in order to get across a point that was very important to you.</p>		
<p>Describe an experience to us in which you felt that you must speak out in order to ensure that other people knew what you felt.</p>		
<p>Give me an example when you feel you were able to motivate people, colleagues or subordinates.</p>		
<p>What have you done when someone you work with is performing badly, just not getting the job done.</p>		
<p>Have you ever had a job you did not like? If so what was it and how did you deal with it?</p>		
<p>Give me an example of a specific occasion when you have conformed to a policy which you did not agree with.</p>		

<p>Tell me about a situation in which you felt it necessary to be very attentive to your work environment.</p>		
<p>Give me an example if a time when you have used fact-finding skills to solve a problem. Tell us how you analysed the information to reach your decision.</p>		
<p>What is the most important goal you have ever set yourself in the past? What made you successful in reaching it?</p>		
<p>Tell us about the most important document, report or presentation you have ever delivered.</p>		
<p>Give me an example of an occasion when you feel that you had to go beyond the call of duty to get a job done.</p>		
<p>Tell me about how you have been able to communicate with another person who you may have disliked personally.</p>		

<p>Describe a situation when you were able to “read” another person and tailor your actions according to your understanding of their needs or values.</p>		
<p>Tell me about the most creative work project you have ever carried out.</p>		
<p>Describe a situation in your past when you were free to construct your own work schedule. What did you do?</p>		