PRACTICE QUESTIONS FOR INTERVIEW PREPARATION

Here are some sample interview questions that you can use to assist you in practising responses to questions concerning generic skills. These questions do not cover the specific job competencies and skills that relate to any given job.

This handout should be used in conjunction with our booklet ‘At the Interview’. You can collect a copy from the Careers and Employer Liaison Centre or download the booklet from our website.

CREATE YOUR CAREER COMMERCIAL
Imagine that the interviewer lines up all the candidates and says:
“Each of you has just 50 words to say who you are and what you have to contribute to us that will enable us to achieve our goals.” What would your 50 words* be?

Developing your Career Commercial is a great way to prepare for the opening questions you may encounter at an interview, such as “Tell me about yourself”. The Career Commercial gives a concise overview of your career/study background, skills, work experience, career interests and personal attributes.

*NOTE: You are unlikely to be restricted to 50 words only in a real-life interview! This exercise is for interview preparation purposes only.

OPEN QUESTIONS
• What skills do you bring to this role?

• Why did you choose to do a degree in…? What did you like the most about it? What did you like the least?

• What do you think are the current issues facing (the organisation/client group)?

• What do you know about our organisation/practice/business?

BEHAVIOURAL QUESTIONS
• Describe a time when you had to use your written communication skills to get an important point across.

• Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

• Tell me about a time when you had too many things to do, and you were required to prioritise your tasks.

• What is your contribution to teams? Please provide an example.

• Provide an example of a time when you delivered outstanding customer service.

• Give me an example of when you had an unhappy customer; How did you resolve the situation?

MORE QUESTIONS
• Please outline any previous work experience you have and indicate what value it has been to you.

• What techniques and tools do you use to keep yourself organised?

• How do you ensure that your work is of the highest standard?

VIDEOS AND VIRTUAL INTERVIEWS
Go online and try a Virtual Interview where you can consider how you would respond to general interview questions, choose an answer from the available options, and receive feedback on its appropriateness.

• http://resources.monster.com/tools/ - Select ‘Campus Virtual Interview’

• Be my interviewer - includes interactive videos, and a range of interview topics from which to select, as well as interview tips from our experienced interviewers: www.jobsite.co.uk/bemyinterviewer/
You can view the following videos at the Careers and Employer Liaison Centre:

- **Why Ask Me That? (22 minutes)** – shows the progression of a typical selection interview. See two selectors commenting on the candidate’s performance.
- **Essential Interview Skills (30 minutes)** – answers many common questions about interviews.
- **Getting The Job (32 minutes)** – presents job seeking strategies and language for the job interview for speakers of English as a second language.

**DEVELOP YOUR INTERVIEW FLUENCY**

This activity is designed to give you practice in talking positively and persuasively about your skills. Take the following list of 6 skills, and invite a friend/family member to strike off, at random, two from the list. You have 5 minutes to persuade them, in a positive and convincing way, that the 2 skills should go back onto your list.

**Skills List**

- Written communication skills
- Time management skills
- Problem Solving
- Initiative
- Ability to learn new information quickly
- Customer Service skills

**COMMENTS FROM FLINDERS GRADUATES**

“I researched the companies/organisations thoroughly, wrote example responses to the most common interview questions (found on seek and monster.com), and practiced different ways of highlighting my skills and experience.” Belinda, Bachelor of Psychology (Honours), Research Projects Officer, CSIRO.

“I was also very confident in my interview and practiced answering questions aloud rather than going in with nothing prepared.” Natalie, Bachelor of Nutrition and Dietetics, Dietician, Riverland Community Health Service Inc.

“I did heaps of research on Hepatitis C so I didn't look like a complete idiot when I rocked up. I also gave a fair bit of thought to what kinds of questions they might ask (based on the job description). I find that there is always a question on teamwork, problem solving and planning/workload etc so I had an answer ready for those. I also guessed they would ask about how I would go about producing consumer information and evaluating programs as well as the challenges to writing consumer information. I practiced these questions and I was ready for them when they asked me!” Kristy, Bachelor of Health Science, Information Officer, Hepatitis C Council of SA.

**FINALLY**

There are as many different possible permutations and combinations of interview questions as there are interviewers. But even if you're not asked these exact questions, your commitment to professional preparation is likely to shine through at the interview!