



## What happens in a job interview?

A typical, or standard, job interview is a ‘conversation with an objective’. The objective for the interviewer is to find out if you are a suitable candidate for the vacancy. For you, it’s finding out if you would enjoy the job should you be offered it.

A normal interview lasts about 45 minutes and typically runs as follows:

- Finding out about you through your answers to interview questions – about 30 minutes
- Answering any questions you may have, and telling you more about the job – 5 to 10 minutes

During the interview, the interviewers will be comparing your answers with the criteria they listed for the vacancy. It’s the same criteria they used to write the job advert and to rate your résumé from. From your résumé they already know you are likely to be suitable for the job. What the interviewer wants to do in the interview is find out more about your suitability, based on the job criteria and how you measure up against other applicants.

See our sample interview questions below:

### **About you**

Tell me about yourself

How would your boss/best friend describe you?

### **What motivates you?**

What do you look for in a job?

### **About your current company/job**

What do you enjoy most about what you do now?

What do you enjoy least about your current role?

Why do you want to leave your current job/company?

### **About our company/job**

What can you tell me about our company?

What do you think our company can offer you?

### **About your suitability**

What are your strengths/weaknesses?

Why do you think you are suited to this job?

How well do you work under pressure?

### **About your achievements**

Give me examples of some of your work achievements



## What happens in a job interview?

### **About your ambitions**

Where do you see yourself in five years?

How does this job fit into your career plans?

### **About working in a team**

Do you work best by yourself or as part of a team?

What kind of personality do you work best with and why?

Make sure you do your preparation and practise your answers to these questions in advance of your interview to improve your chances of success.