

FAQS IN A JOB INTERVIEW & SUGGESTED ANSWERS

Source:

Kletzander, Bernhard et al. *Amazing English IV/V*. Linz: Trauner Schulbuch Verlag, 2001.

- **Why do you want to work here?**

I believe your firm has a good reputation and I have heard many positive things about your company, for example their training record and their equal opportunity policies.

- **Why did you leave your last job?**

I left my last job because I moved to a new town. I really enjoyed the people there, but unfortunately because of the move I needed to leave my post.

- **Have you done this kind of work before?**

Yes, for the past two years I have been working in an advertising agency, doing public relations. I have learnt how to work with people, as well as work in a team and work well under pressure. I hope these would be a positive asset to your company.

- **What did you do in your last job?**

- **What kinds of equipment can you operate?**

I have expert knowledge of Microsoft Office.

- **How long have you been out of work?**

I have been actively seeking a job for the last six months and in my spare time I have been doing volunteer work and taking some professional development classes.

- **How do you spend your leisure time?**

- **Why have you had only one job?**

Yes, I have had only one job because the work was enjoyable and it was a good working environment.

- **Why should I take you on?**

I believe I would be an excellent addition to this company because I am a good leader and work well with others.

- **Aren't you too young?**

I may be young but in my two years of work experience I have had a lot of experience working in a variety of different situations.

- **Aren't you too old?**

I do not believe I am too old for this position because as I have had lots of training in the past I need less time for re-training.

- **Aren't you overqualified?**

I'm really looking to do something new, something fresh and something different.

- **How do you get on with people?**

In my past position it was important that we worked together as a team and I always enjoyed the collaboration I had between colleagues.

- **What makes a good team member?**

I have many skills that make me a good team member, including good communication, flexibility, cooperation and just a little sense of humour.

- **How do you cope with pressure?**

In my last position we had to give a presentation. Some of our group was not available and so I had to quickly re-distribute the responsibilities among the remaining team members. Each team member at it took a little bit more responsibility and we had a successful presentation.

- **What are your strengths and weaknesses?**

I am a very good leader, but I'm also able to work in a group situation. One of my weaknesses is that I sometimes tend to be a perfectionist.

- **What would you like to be doing in five years' time?**

In five years' time I would like to be working in this company in some kind of leadership position.

- **When was the last time you did anything stupid?**

Last summer my family went on a vacation and I left my wallet at home. I had no license and no money. That was a rather stupid situation. However, thankfully, my husband brought his wallet along and was willing to drive for the whole trip. I've learned that it's always important to keep your wallet in your pocket.

- **When was the last time you lost your temper?**

- **What wage/salary do you expect to earn?**

Similar jobs offered in the newspaper have suggested a starting salary of €15,000. As I have two years of experience I am hoping to earn at least €20,000 a year.

- **How often were you absent during the last year?**

I was rarely absent from my last job. I think last year I was only absent two day, and that was because I was ill.

- **When would you be available to start?**

I would be available to start as soon as possible, pending leaving my current position.

- **Do you have any questions?**

Why is this job vacant?

Why did the last person leave?

Who would I report to?

What training will I do, if any?

What would my first job be?

Does the company carry out job reviews? If yes, how often?

How soon will I hear about the result of my application?

How would I be paid?