Making Recruitment Personal

TOUGH QUESTIONS
AND SOME POSSIBLE RESPONSES

While every interview you attend will take its own unique direction, you can often predict the common type of questions you'll be asked.

Here is our pick of eight of the most common interview questions & some tips on how to answer them.

Tell me about yourself?

Select strengths, skills and achievements that show benefits to employers which your research shows will be of greatest interest to them. Your consultant will have told you what the interviewer will be looking for.

What are your strengths?

Think of two or three things that you do well and give concrete examples. For example, if you are a strong dispenser then talk about how you enjoy dispensing and advising patients or maybe training new members of staff.

What weaknesses do you have?

Remember that being able to identify a weakness is a strength. Never say that you have no weaknesses. Likewise, avoid giving yourself a back-handed compliment, such as, 'I work too hard.' Focus on an area of your work that needs to be improved. Point out that this is a weakness, but something you have identified and are looking at resolving. Interviewers want to understand that you have the ability to be honest and you seek self-improvement.

What do you know about our company?

You will have already done your homework and your consultant will have prepped you for this exact question. For example, you should know when they were founded, how many practices they have across the country. Be familiar with the products/ brands they have in their store. However, you might also state that you would like to know more.

Why should I consider employing you?

If you are qualified for the job you are applying for, then you need to think about how you will stand out from the other qualified applicants. In such cases, focus on what else you can bring to the job, perhaps with your soft skill set, like being able to integrate well with existing members of the team. Appeal to the interviewer's desire to hire someone with drive. If you are not the finished article and require development, then point out how keen you are to learn and be mentored. Accentuate the positive aspects of what you can do now and how quickly you will be able to progress.

Why do you want to work here?

This is where it is important to show that you have researched the company you are applying to work for. Try to avoid saying anything negative about your current employer, as this will just make it seem you are simply after any job to get out of your current company. Instead think about saying the company has an excellent reputation or it provides a clear career path.

What are your salary expectations?

This is used as one of the most troublesome questions but it is okay to talk about pay. It is also okay to include other benefits, like healthcare, pension and holidays. Make sure you have spoken to your consultant about the salary on offer and where you would sit with your skill set and experience.

Is there anything that you would like to ask me?

You may feel that all your questions have been answered at some point during the interview but try to ask some. If only to show enthusiasm and interest. (Please check out our 10 Killer Question). These might include questions concerning progression opportunities, support for further study or any plans that the company has to expand!

INSPIRED
RECRUITMENT GROUP

Making Recruitment Personal

MORE TOUGH QUESTIONS AND SOME POSSIBLE RESPONSES

Why do you feel that you have a good potential to be picked for this job?

Keep your answer orientated towards your past achievements and the task to be done. Explain how you go about getting work done. Be proud of your own record. BE POSITIVE.

What do you see as the most difficult task in being successful?

Getting things done, and planned on time within the budget. Ensuring the customer gets the best possible service. Stress how important customer satisfaction is to you.

In your last company what were the things that you liked most and least?

Be careful here. Emphasise the positive and do not carry on at length about the negatives.

Describe a situation in which your work was criticised?

Be specific and brief - avoid getting emotional and defensive about it. Keep to criticism from your boss - never a customer.

Do you consider yourself a creative person?

YES (and be prepared to give a couple of examples where you have solved problems).

How do you hold up under pressure of deadlines?

"I can handle it; it is a way of life in the business world".

There are five other candidates waiting to be interviewed for this job. Why should I give it to you?

A good way to respond to this is to say very clearly that you are capable of doing the job well. You might like to add that your last employer thought

What are some of your activities outside of work?

Your answer should show that you lead a balanced life. Avoid throwing in so many outside activities that it casts some doubt on how much time you have left for your job. Remember too, that your hobbies and recreations can be quite revealing as to your own personality.

What sort of relationship do you have with associates within your last company, both at the same level and above you?

This is a very important question, and you can well afford to take your time and answer in steps. When talking about your relationships with associates, be prepared to state your philosophy of co-operation, particularly how specialists are available to help you with complex problems. Concerning bosses, indicate your keen interest in understanding the expectations of your boss, so that you and your organisation can build your goals in a way that will support his/her goals. You may also want to talk about how you would go about keeping your boss informed. How your boss was supportive and understanding which helped you to give ongoing support to him and the team.

What are your strongest points?

Be ready to present at least three - preferably in a way that relates them to the potential employers needs.

Are you continuing your professional training?

If you are not actually attending or planning to attend formal classes, be ready to explain what sort of outside reading (of books or magazines) or attendance at professional seminars you undertake in order to keep yourself up to date with developments in the world of IT.

REMEMBER THINK POSITIVE - IT IS NOT WHAT YOU HAVE NOT GOT, BUT WHAT YOU HAVE THAT THE COMPANY WILL BE INTERESTED IN. BEST PREPARED APPLICANT USUALLY GETS THE JOB. **GOOD LUCK**

INSPIRED
RECRUITMENT GROUP