

**Selected extracts from...**

**You're Hired!**  
**The COMPLETE Guide**

**To Great Job  
Interviews**



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## **Introduction**

First of all we offer our congratulations to you on winning a job interview! Only about **5-10%** of applicants get as far as interview so you should be proud that your CV, resume or job application form hit the mark.

Now it’s time to win the job!

In this Guide you’ll find **top interview tips** on all aspects of your job interview including how to give great interview answers and some sample answers too.

Armed with these tips, you’ll be one step ahead of your competition and ready to deal with anything your interviewers throw at you.

Let’s get started...

## **Types of Job Interview**

### **A Typical Job Interview**

The purpose of a job interview is two-fold:

1. For you it’s finding out if the job is right for you, should you be offered it
2. For the interviewers it’s finding out if you can do the job AND fit into the existing team

Your resume, CV or job application gave the interviewers some information (enough for them to consider you a possibility) but the interview is their chance to find out more about you and assess in detail your suitability for the post.

The average time frame for an interview is about 50 minutes and usually comprises the following....

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## **Multiple Interviews**

More and more companies are using multiple interviews to select employees these days. It is costly to train new starters and employers want to ensure that money spent training is not lost on candidates who turn out to be unsuitable. They would rather spend longer making the decision and get it right first time than risk employing the wrong person.

We know of companies who undertake three interviews as a matter of routine, reducing the number of applicants each time to perhaps only 2 or 3 for the final interview. In the UK, MI6 is said to hold 7 interviews with the Civil Service holding only slightly less!

The first in the series of interviews is usually a ‘typical’ interview as described on page 3. Those applicants who did not pass the standard criteria at this interview will not be invited back for the second.

The objective of the second interview is.....

...continued in full book...

## **Group Job Interviews**

From time to time, employers will use group job interviews, particularly when they have a need to recruit a large number of employees at once (graduate or trainee schemes for example).

These interviews are typically conducted in the form of a large group of candidates being led in some sort of exercise by several interviewers.

You can’t really predict which exercises you’ll be asked to participate in, making it difficult to prepare for the specifics. However, you can make some preparations to be better prepared for these situations in general and we’ll show you how...

... continued in full book....

## **Preparing For Your Interview**

Are you familiar with the phrase “failing to prepare is preparing to fail”?

Well this is true of (almost) everything and job interviews are no exception. If you are well prepared, you will have a much better chance of landing the job.

Studies have shown that people who prepare for their interviews...

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## **Interview Questions and Answers**

When preparing for a job interview, you should ask yourself the following two things:

- What kind of questions will I be asked during the interview?
- How should I answer them?

In a while, we’ll share 54 interview questions and answers so you can see examples of good interview answers to give. First though, we cover the HOW of answering job interview questions.....

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## **54 Interview Questions and Answers**

Here are 54 of the most common interview questions, together with advice for each and some examples.

Although it’s impossible to know exactly what questions you’ll be asked, it’s fair to say that interviewers have the same objectives. In essence, interviewers want to know:

- 1) Can you do the job for which you are applying
- 2) Will you fit into the company/team

To take this a little further, interviewers look for:

- 1) Ability -- can the applicant do the work? Do their qualifications, experience, skills and knowledge prove this?
- 2) Aptitude -- can they adapt/learn new things/take the initiative? What examples can they give to show they do more than ‘just the job’?
- 3) Personality -- will the applicant fit easily into the team? Will they be accepted and respected?

As you read our answers to interview questions, put yourself in the interviewer’s and interviewee’s shoes.

Remember, interviewers have a problem they want fixed. As the interviewee, you need to convince them you can fix this problem.....

**5 example questions from the full book....**

- **And what can you offer XYZ Company? What contribution can you make?**

What are the Company’s goals? You need to have done your research to answer this well.

Although most companies exist to make a profit, how they go about this varies from firm to firm.

And your contribution to this will vary from job to job too. If you’re in administration, your contribution might be to increase efficiency, and reduce costs. If you’re in sales, it might be to increase income and thereby profit. In all cases, try to show how you can contribute to the bottom line via your role. And use examples if you can. You might say:

*“I’m aware that the Company wants to be in the top quartile in the next 3 years and that it’s looking to reduce its costs/income ratio by 5%. I believe that I can help towards this by identifying ways to increase efficiency and reduce costs within the X Department. I did this in my current role by.....”*

Or,

*“I know this Company prides itself on its customer service and I agree that meeting customer needs will boost its success. In my current job, I..... and this led to improved customer service and higher customer retention. I won an award for this initiative”.*

- **If you had 6 months to do what you wanted, with no financial constraints and no obligations, what would you do?**

Clearly open ended, this can elicit interesting answers. Most people talk about spending time with their family and this is fine. If you’re a free spirit and would probably do wild and wacky things, that’s okay too, but whatever answer you give you must show that you’re serious about your career. After all, you’re back in 6 months!

You might say something like this:

*“That’s a very interesting question. Let me think....*

*Well, it would be great having more time with my family, and there are things I’d like to do around the home. But I’d also like to do some more study. There’s an interesting course at the local college on X which I think would help me be more effective in my job. I’d also like to visit X Company in Y place, as I read in a magazine that they’ve started using Z techniques in their Company. This might be of interest for the industry over here.”*

- **What do you enjoy most about what you do now?**

If you are being interviewed for a similar job, you might be best to focus on some aspect of the key role as being your main passion. As you think about answers to interview questions, think about the job and what the interviewers are likely to be after.

Let’s say the interviewers are looking for someone with IT support experience but mention in the advert that engineers need to be efficient. You might say:

*“I really enjoy the technical nature of the job and the speed at which I’m able to fix faults. I get a lot of satisfaction from getting people back to work as soon as possible”.*

Even if you hate your current job, and are being interviewed for something entirely different, find something positive to say. Focus on something the interviewers want which you enjoy.

If working as part of a team is mentioned as a requirement of the job, you might say:

*“I really enjoy being part of a team. I like it when the team pulls together to achieve something and everyone can take some credit”.*

- **What do you enjoy least about your current role?**

A good answer might go something like this:

*“Actually, I enjoy everything about what I do. I suppose if I had to give something up, it would be.....”*

The ‘something’ depends on you, but it’s best to mention something incidental to your job, like admin or paperwork. So you might say:

*“I’m not sure (pause). I suppose if I had to pick something to give up it would be paperwork. I know it’s important, and I do it well, but if someone else did it for me, that would be great!”*

- **Tell me about a time when you had to gain the cooperation of a group over which you had no authority. What did you do?**

This happens from time to time in team situations. You need to show that you can influence, persuade and perhaps even charm others to do what you want. To do this successfully, you need to know what motivates others and work this to your advantage. You might say:

*“Yes – that’s a difficult situation, but I’ve been there a couple of times. I think it’s important to understand that different people have different views and values. The best way to encourage others to join you is to show them how your ideas match those views or values.*

*For example, last year I wanted to change the way we did X. Initially it would mean more work, but eventually less. There was some resistance. I showed one of my team that implementing this idea would, after 2 months, save him 20 minutes a day. This would increase his productivity. I showed another that my idea would reduce the amount of paperwork she had to do. She hates paperwork. They agreed and all were happy with the change.”*

## **Behavioral Interviews**

During interviews, we ask all candidates several behavioral interview questions (also known as situational interview questions).

Behavioral or situational interview questions are simply questions that ask you to give a real life example as evidence of a skill, knowledge or experience.

So instead of asking you:

- “What would you do if someone disagreed with you?”,
- we ask:
- “Tell us about a time when someone disagreed with you”.

We ask behavioral interview questions because....

... continued in full book...

## **Interview Questions To Ask**

Here we cover what good interview questions to ask and when to ask them.

Firstly, always have at least one good interview question to ask. Why?

Because if you have none...

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