

101 Job Interview Questions



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Knowing the job interview questions you are going to be asked during an interview is essential. Knowledge is power, once you know the interviewers question you can prepare your interview answer and I would add what is more important than knowing the interview question is knowing why they are asking the question in the first place, as this will tell you what experience or skill you need to highlight with your answer.

You will agree that interviews are scary, that you feel nervous on the day and that you want to know the answers to tricky interview questions. Today you will learn the most common 101 interview questions; all you need to do is prepare your answers.

*****Below you can access 50 Job Interview Questions and Answers for FREE*****

Pre interview preparation is essential – before the interview, you need to be fully aware of your own key skills and strengths, once identified you will need to be able to sell these skills and strengths in order to secure you your new job.

To start your preparation you should compile a list of all your skills, be honest and avoid being too modest – this isn't the time to be shy! Keep adding to this list until you can't think of any more, then ask yourself to add just one more skill to the list, there is always one more, what is yours?

- **I'm Great with People**
- **Excellent IT Skills**
- **Good Time Management**

- **Touch Typist**
- **Enjoy Working Independently**

Compare your list of skills, against the essential criteria skills from the job specification and highlight all the skills you possess from your list that match those on the job specification.

Now, look at the essential criteria skills that you have not highlighted. The fact that you haven't listed these competencies doesn't necessarily mean that they are not within your capabilities. It may be that these are simply not in the forefront of your mind, however it is essential that you prepare answers and examples to fulfil these parts of the specification. You need to ensure that you believe you have the skills you have not circled, as you will be asked about these skills during the job interview.

Write down each skill and break down the skill into smaller 'chunks' ask "**What is this skill? How can it be broken down?**"

Communication Skills – *talking to colleagues, talking to clients, constructing letters, e-mailing*

Let your imagination go with this, the more possibilities you produce, the better. From these you can then pinpoint those which you think would be most relevant. If you are struggling to find many examples, a simple but often overlooked technique can be used to help you clear your mind and ease the flow of ideas. Close your eyes, take 3 three deep inhalation and exhalations and then repeat your question out loud 'how do I (time manage)? Answers should appear more easily.

Now you have a breakdown of each skill, you can now easily relate the skill to your experiences, ask yourself "**When have I used criteria?**" often when you write your breakdown of skills, you

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will tend to record what you have used/done previously, you can use these experiences to write your answers to the interview questions.

Re-read the job specification, write down, on a separate piece of paper all the essential skills needed for the position you are applying for:

- **Teamwork**
- **Communication Skills**
- **Problem Solving**
- **Supervisory Skills**

Next to each skill make a note of how a previous experience of yours has used this skill or quality.

Example:

Teamwork – “I play for a football team”

Re-write your answers two more times, adding additional information to turn your experience into a small paragraph, edit your answers until they sell you in the highest of regards. You now have the basis of your interview questions and answers.

Teamwork – “I am an excellent team player; each week I play 5 aside football and I understand how as a team you can achieve more”

Teamwork – “My experience of playing 5 aside football has taught me the value of what teamwork can achieve. As a team member you have the opportunity to share everyone’s ideas

and experiences, which is a great resource. If a team member is feeling down the rest of team will motivate the individual ensuring everyone performs at their best”

With a list of skills (the questions asked during the interview will relate to the essential criteria and skills needed for the position) you now have a better awareness of the interview questions you will be asked, by completing the above exercises, you now have your answers prepared.

- **Always use a story to sell yourself**
- **Never give just a yes” or “no” answer – these should be backed up with demonstrable evidence**
- **When possible quote figures, percentages and past positive comments by others**

Finally, to ensure you present yourself well and come across confidently take the opportunity to practice on a friend or ideally a professional Careers Advisor from Employment King, who can carry out a mock interview with you using the questions you have prepared. This will help you with the timing of your answers, re-writing answers that don't sell you and overcoming nerves - as they say *practice makes perfect*.

101 Job Interview Questions

- **Tell me about yourself.**
- **Why did you pick our company to apply for?**
- **Why should we hire you?**
- **What is your current experience in this role?**
- **What are your strengths?**

How to answer tricky interview questions

- What are your weaknesses?
- If you could sum yourself up in one line, what would it be?
- Do you have any questions for me?
- Have you ever done anything you are embarrassed about?
- Why do you want to work here?
- Where do you see yourself in 10 years?
- Tell me about your ability to work under pressure.
- What has been your greatest accomplishment?

Over 60 interview questions and answers

- What is your long-term goal?
- Why are you a good communicator?
- Do you consider yourself to be a good manager?
- What is your definition of great customer service?
- Describe a time when you dealt with conflict.
- Why did you leave your last position?
- How would your co-workers describe you?

Tricky Question, Killer Answers

- How would your manager describe you?
- Are you a team player?
- What is your philosophy towards work?
- Can you work well under pressure?
- How do you manage projects?
- Do you consider yourself successful?
- Give an example of when you have had to work alone
- How do you motivate people?
- Have you ever delivered a presentation?

You have the question, do you need the answer?

- Describe a situation you took full responsibility for a project
- How do you define success?

101 Job Interview Questions

- What motivates you to do your best on the job?
- How do you establish a working relationship with new people?
- How long do you expect to work for us?
- What are some of your expectations of your future employer?
- How do you handle that stress?
- Describe a work-related problems and how you solved them.
- Do you possess any relevant work experience?
- Have you ever dealt with an unsatisfied or angry customer?
- How do you think you will compensate for your lack of experience?

How to answer any interview question

- Why did you choose your career?
- How have you changed during your career?
- How do you approach challenging problems?
- How do you evaluate yourself?
- How do you ensure you meet sale targets each week
- If you disagree with your supervisor on an important issue of the job, what will you do?
- What do you know about our company?
- Do you understand the meaning of equal opportunities sand diversity?
- How to answer tricky interview questions
- Tell me about a suggestion you have made and the outcome from this
- Tell me about a time that you contribute to a team activity
- What is your main career aim?

How to answer tricky interview questions

- How can social media websites promote our business?
- What was the most useful criticism you received? Who was it from?
- How would you describe the pace at which you work?
- Describe a typical work day.
- What amount of money are you worth?
- What has disappointed you in a job?
- What would your previous supervisor say your strongest point is?

- Are you willing to travel?
- What do you feel about diversity in the workplace? Do you think it is important?
- Do you consider yourself overqualified for this position?
- Do you know anyone who works for us?

Preparing interview questions and answers

- What one word describes you?
- Do you possess a criminal record?
- How do you prioritise your work to meet deadlines?
- What is your typing speed – words per minute?
- How do you handle rejection?
- How long have you been looking for a job?

How to answer tricky interview questions – over 60 questions and answers

- Tell me the difference between good and exceptional.
- What is more important to you, the money or the work?
- What did you do when you had a deadline and didn't make it?
- Would you consider yourself an organized person?
- What ITC packages can you use?
- Describe what qualities would you like to see in a supervisor?
- What new skills have you developed recently?
- Would you say you are under qualified?
- How do you relate to your co-workers?
- Please explain the gap on your CV?
- Give me an example of when you have handle large amounts of money
- How do you relate to your boss?

How to answer interview questions

- How would you promote our services?
- If you were hiring someone for this job, what would you look for?
- What position do you take when working on a team?
- Have you ever been fired?
- Can you explain how you initiate communications with customers?

- What can you contribute to our company?
- Have you ever had to fire anyone? How did you feel about that?
- What would you do if your employer instructed you to do something that was unethical
- What significant trends do you see in our industry?
- Do you know the history of this industry?

How to answer tricky interview questions

- In hindsight, how could you have improved your performance at previous jobs?
- Why did you stay at this position for such a short time?
- Name reasons why you would leave a job?
- Tell us about a time when you failed to meet a deadline
- What does excellent customer service mean to you?
- What do you enjoy doing in your spare time?
- Please list three areas of yourself, you feel have opportunities for improvement
- What would you consider as your biggest achievement to date?
- Please tell us about any relevant experience.

How to answer tricky interview questions

- What do you like least about your job?
- Can you provide examples of when you have given outstanding customer service

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Good luck with your next job interview
From the team at
Employment King

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