

Interview

Questions & Answers to Succeed in Job Interviews

All interview questions will usually include behavioral or situational interview questions. The questions asked in behavior based interviews are designed to determine whether you demonstrate the behaviors required for success in the job.

To prepare for common interview questions such as *"Tell me about yourself"*, consider other commonly used interview question such as, 'What are Your Strengths and Weaknesses?'; "Why Should we Hire You?"; "Why this Agency?"; "Describe Your Greatest Achievement?"; "What Interests you about this Position?"; "What Motivates "Your Goals for the Next 5 Years?"; or "Reason for Leaving Current Position?"

Common work-related behaviors that are explored in behavior interviewing include your work accuracy and your attention to detail, the quality of your work and how you plan and organize your work day. The **sample interview answers** given here help you to prepare your own winning behavioral interview answers.

Describe what you do to control mistakes in your work (attention to detail)

In asking this behavioral interview question the interviewer wants to know if you are able to accurately complete your tasks with close attention to all aspects of your work.

Show that you are concerned with maintaining accuracy and check your work for errors.

In my last position I had to make all the travel arrangements for my manager. (Situation)

I listened carefully, noted down what she needed and then read it back to her to confirm that I had it right. I would also follow up with a detailed email to check again.

Once I had made the arrangements I would set up a time to give her feedback and check I had everything she needed.

I then followed this up with an email with all the confirmed details. (Action)

This was time-consuming for both of us but it meant that no errors were made in the arrangements. It would have been more frustrating and costly not to have made such thorough checks" (Result)

Tell us about a time that you were not satisfied with your work performance. What did you do about it? (Work Standards)

All interview questions around work performance are designed to explore whether you set high standards for yourself and strive to meet these standards. What do you consider to be a "high standard"? Show how you attempt to attain high performance standards and correct substandard performance.

"My performance review rating was lower than I had expected or wanted. (Situation)

I met with my manager to establish a plan of action for improvement and set very specific targets to be met on a monthly basis. I worked hard to meet these targets and constantly monitored my performance. I also asked for regular feedback about my performance. (Action)

After six months, my boss conducted another review and my rating was much higher." (Result)

Describe a situation in which you had to schedule your activities to meet an objective (planning and organizing)

The interviewer is exploring your ability to set objectives and schedule and prioritize your activities appropriately. Show how you are able to establish a course of action, allocate resources accordingly and plan tasks to reach objectives.

"I had to complete a training report every month. This involved collating and presenting a large amount of information. (Situation)

I scheduled all the data collecting tasks. Each department was given a monthly deadline to submit information to me and I scheduled reminders to be sent out before the deadline. I set aside a time in my diary each month to collate all the information and check it. Then I allocated time for drawing up and presenting the report. (Action)

This worked well and I always comfortably met my deadline." (Result)