

Why should we employ you?

Highlight areas of previous roles that match the skills set required for this role. Show your interviewer you have thought the role through and understand the competencies required.

How would you describe yourself?

Be positive. State your attributes and achievements always relating back to the job.

Why did you choose this career?

If you have changed careers, make a logical argument why you did so.

Do you have many interests outside work?

People pay too little attention to this question. You can have excellent qualifications and work experience, however hobbies and interests can tell the employer more about you. Interests define whether you are sociable or solitary, and whether you can take on leadership roles.

What qualities do you think will be required for this job?

Think outside the box. While the advertisement may help a little, you should also think of the other qualities that may be required. These include leadership ability, supervisory skills, communication skills and problem solving.

What do you find most attractive/least attractive about this job?

List three strong attractions and only give one minor unattractive factor. Shift the emphasis away from the negative.

Why are you leaving your present position?

Discuss more challenging responsibilities. You have heard good reports of the company. You would like to make a positive move in your career. You fancy a change of working environment. Never speak negatively regarding a previous employer.

How would you evaluate your current place of work?

Be positive, list the strong points. Do not use any person's name, as they may be known to the interviewer. Do not divulge any company secrets.

What are your salary expectations?

Be realistic about your worth and the current job market. Do not price yourself out of consideration for the position.

How would you structure this job?

The interviewer is basically asking how much you know about the job. In this case you should ask what the current structure is. You will then be able to analyse current practices and introduce your own plans for going forward. Also suggest that the culture and future plans for the company would obviously be taken into consideration before any strategic planning would.