

Interview Questions: Questions to expect

In a competitive job market, where many candidates are applying for the same job, it is crucial that you are prepared for the interview and any question that may come your way. If you can anticipate the type of questions that the interviewer may ask, then you can rehearse your response to give you the competitive edge. Increasing your employability through concise, meaningful responses to interview questions could well land you the job.

Key considerations:

1. Be *cognisant of the role* you are applying for. Understanding the job role and job description means that you can identify key competencies that you feel you possess that they are looking for, which you can use in your responses to questions.
2. Have a look at the *company website*, their social media posts, blogs and other information about the mission, values and culture the organisation has created.
3. *Understand yourself*, your strengths, skills, personality, values and motivations etc. This will help you to bring forth information you think might benefit the organisation or company.
4. *Highlight your qualifications* and experience as much as possible. Think of practical examples of moments you had in the past that can represent you best.
5. If you are just entering into the job market, think about *transferable skills* you can use in a variety of situations e.g. Your achievements in school, university, volunteer work or part-time jobs can assist you to identify key areas such as honesty, integrity, planning and organising, time management etc.
6. Provide *proof of your achievements* through skills that you have learned. E.g., Being Head Boy or prefect in school teaches you interpersonal skills and team leadership.
7. *Quantify your successes*. Putting a value to what you've achieved helps to provide a more objective account of your success rather than your opinion. E.g., I coordinated a team of 250 people in a non-profit programme to assist underprivileged children with a library development. At a more senior level, this could be that you reduced expenditure by 5% due to customer relations.
8. *Knowledge is power*. The more you know about the job, industry, and organisation, the better prepared you can be to understand jargon, key terms and ultimately what they are looking for.
9. Be genuine. Be yourself, so that if you do get the job, you know it is a good fit.
10. Look the part: Dress appropriately and show up on time

Questions to expect from your potential employer

1. How do you see this job fitting into your career goals?
2. Why do you think you have what it takes over the other candidates?
3. What have you learnt through your experience that has prepared you for this role?
4. Tell me about a time where you experienced conflict. How did you manage that conflict?
5. It says on your CV that you possess good interpersonal skills. Please provide an occasion where you feel this skill has helped you.
6. This role demands good communication between team members. Tell me of a time where this has been expected of you and how did you handle the situation.
7. What are your expectations of this role?
8. What are your biggest strengths?
9. What are the areas that you wish you could change?
10. What are your short, medium and long-term goals?

Remember:

- ✚ Smile and confidence
- ✚ Dress neatly
- ✚ Prepare questions to ask
- ✚ Prepare answers for questions to expect
- ✚ Research company website and social media
- ✚ 2 x Copies of your CV
- ✚ 2 x Copies of your ID
- ✚ Calendar
- ✚ Directions
- ✚ Cash (for parking, coffee etc)

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