



## Module 1 - Task 2: Job Interview

### Activity 2: Typical job interview questions

Look at the following job interview questions. What do you think your employers want to know when they ask these questions? Make some suggestions on how to answer the questions effectively?

Tell me about yourself.	<b>What they want to know:</b>  <b>How to answer effectively:</b>
Why should we hire you?	<b>What they want to know:</b>  <b>How to answer effectively:</b>
What is your greatest strength?	<b>What they want to know:</b>  <b>How to answer effectively:</b>
What is your greatest weakness?	<b>What they want to know:</b>  <b>How to answer effectively:</b>

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<p>Why do you want to leave your current job?</p>	<p><b>What they want to know:</b></p>     <p><b>How to answer effectively:</b></p>
<p>Why are you the right person for this job?</p>	<p><b>What they want to know:</b></p>     <p><b>How to answer effectively:</b></p>
<p>Describe a difficult work situation and how you handled it.</p>	<p><b>What they want to know:</b></p>     <p><b>How to answer effectively:</b></p>
<p>What are your goals for the future?</p>	<p><b>What they want to know:</b></p>     <p><b>How to answer effectively:</b></p>

From: Doyle, Alison. 2019. "Top 10 interview questions with best answers".

<https://www.thebalancecareers.com/top-interview-questions-and-best-answers-2061225>  
(29 Nov 2019).



## Module 1 - Task 2 - Activity 2: SUGGESTED ANSWERS

Look at the following job interview questions. What do you think your employers want to know when they ask these questions? Make some suggestions on how to answer the questions effectively?

<p>Tell me about yourself.</p>	<p><b>What they want to know:</b> The interviewer wants to know why you're an <u>excellent fit for the job</u>.</p> <p><b>How to answer:</b> Try to answer questions about yourself without giving too much, or too little, personal information. You can start by sharing some of your personal interests and experiences that don't relate directly to work, such as a favorite hobby or a brief account of where you grew up, your education and what motivates you. You can even <u>share some fun facts</u> and <u>showcase your personality</u> to make the interview a little more interesting</p>
<p>Why should we hire you?</p>	<p><b>What they want to know:</b> Are you the best candidate for the job? The hiring manager wants to know whether you have all the required qualifications.</p> <p><b>How to answer:</b> Be prepared to explain why you're the <u>applicant who should be hired</u>. Make your response a <u>confident, concise, focused sales pitch that explains what you have to offer</u> and why you should get the job.</p>
<p>What is your greatest strength?</p>	<p><b>What they want to know:</b> This is one of the questions that employers almost always ask to determine how well you are qualified for the position.</p> <p><b>How to answer:</b> When you are asked about your greatest strengths, it's important to discuss the attributes that qualify you for that specific job, and that will set you apart from other candidates.</p>
<p>What is your greatest weakness?</p>	<p><b>What they want to know:</b> Another typical question interviewers will ask is about <u>your weaknesses</u>.</p> <p><b>How to answer:</b> Do your best to frame your answers around positive aspects of your skills and abilities as an employee, turning seeming "weaknesses" into strengths. You can also share <u>examples of skills</u> you have improved, providing specific instances of how you have recognized a weakness and taken steps to correct it.</p>



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<p>Why do you want to leave your current job?</p>	<p><b>What they want to know:</b> <i>The interviewer wants to know why you want to work for their company.</i></p> <p><b>How to answer:</b> <i>When asked about why you are moving on from your current position, stick with the facts, be direct and focus your answer on the future, especially if your departure <u>wasn't under the best circumstances.</u></i></p>
<p>Why are you the right person for this job?</p>	<p><b>What they want to know:</b> <i>This question gives you an opportunity to show the interviewer what you know about the job and the company, so take time beforehand to thoroughly <u>research the company, its products, services, culture and mission.</u></i></p> <p><b>How to answer:</b> <i>Be specific about what makes you a good fit for this role, and mention aspects of the company and position that appeal to you most.</i></p>
<p>Describe a difficult work situation and how you handled it.</p>	<p><b>What they want to know:</b> <i>The interviewer wants to know how you respond when faced with a difficult decision.</i></p> <p><b>How to answer:</b> <i>As with the question about stress, be prepared to share an example of what you did in a tough situation. It's important to share details to make the story believable and engaging.</i></p>
<p>What are your goals for the future?</p>	<p><b>What they want to know:</b> <i>This question is designed to find out if you're going to stick around or move on as soon as you find a better opportunity.</i></p> <p><b>How to answer:</b> <i>Keep your answer focused on the job and the company, and reiterate to the interviewer that the position aligns with your long-term goals.</i></p>

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