

The interviewer will want to find out as much as possible about you to assess whether you fit the job and their corporate culture. The following represent common answers to interview questions about you, the candidate and your achievements:

Please talk through your resume/CV

This is a typical opening invitation and is your opportunity to present to the interviewer(s) your skills, talents and achievements.

What you can do for this organisation?

Simply highlight your skills and achievements in relation to the job.

Tell me what you know about our organisation?

You should have researched the company. Elaborate on the organisation's history, philosophy, achievements and plans.

What are your main reasons for wanting to work for this organisation?

You should have researched the company sufficiently to know its strengths. Highlight positive aspects about the company which you would like to partake in.

How would you describe the job (which you are being interviewed)

Give explanation in relation to the job spec, responsibilities and accountabilities.

Why are you leaving your job (or left)?

Be brief and mention your primary reason is that you are driven by strong career aspirations and need for progression

How would you describe your management style?

If you have researched the company, try to mention management styles that are in alignment with the organisation's own style of management. Mention elements such as delegating tasks appropriately, listening, lateral thinking strategies for resolving issues, etc.

Like everything in life, answering tough interview questions becomes much easier with more practice and exposure to likely questions. Try to understand the basic reasoning behind common questions. This will arm you with vital insight that will help you cope with unexpected questions in a calm manner.