

# Top 10 Questions and Why They are Asked.

**1. Tell me about yourself / your background.**

This is a warm up question that allows you to relax and talk about something you know and are comfortable with. The interviewer wants to hear what your priorities are (eg. making heaps of money) and gain an idea of your communication skills.

**2. What made you apply for this job?**

Refer to those skills that are transferable and explain your desire to use them in this particular area. Express your willingness to undergo training.

**3. Have you done this work before?**

If you haven't, then talk about the skills you have and your willingness to learn.

**4. What do you know about this organisation?**

Refer to the information from your research of the employer.

**5. Tell me about a time when you: had to deal with a difficult customer; had conflict with a staff member.**

It's okay to have had a problem. What the interviewer wants to hear is what steps you took to solve a problem and what you learnt from it.

**6. What are your strengths/ weaknesses?**

Be honest and use this opportunity to go over your personal qualities. When answering about your weaknesses, give an example of how you are trying to improve upon it.

**7. What are your goals / where would you like to be in five years?**

Ensure your goals fit in with those of the company and answer with respect to studies for yourself or career development.

**8. What is important to you in a job?**

The interviewer does not want to hear; 'money, holidays etc' Use this opportunity to sell yourself.

**9. Do you have any questions?**

It is important to have questions to show you have thought about the company and the job. This is easy if you have done your homework about the company and position.

**10. Is there anything you would like to say in support of your application?**

This is an opportunity to finish with a positive statement that will remain in the interviewer's mind.