

Common Interview Questions

The most common interview questions

- Tell me about yourself?
- What do you know about our company?
- What interests you about this job?
- Why do you consider yourself ideal for this role?
- Give me five reasons why you want to join our company?
- What are your strengths?
- Do you prefer working alone or in a team?
- What are your development areas (weaknesses?)
- What motivates you?
- What are you going to achieve in the next 3 years/5 years/10 years?
- What do you like about your current job?
- What do you dislike about your current job?
- Why are you looking to leave your current role?

Planning and Prioritising

- How do you plan each day?
- What are your objectives each day?
- How do you measure yourself against your objectives?
- What importance do you place upon planning each day/week/month/quarter/year?
- Think of a sentence that would describe your mission each day - your personal daily mission statement?
- How do you prioritise your accounts?
- How do you ensure that you are the most effective that you can possibly be?
- Why would you prioritise one account over another? What criteria would you use to prioritise accounts?

Presentation and Pitching

- What experience do you have in making presentations?
- What is the largest audience that you have ever made a presentation to?
- Talk me through an example of a piece of tender led business that you have won?
- What makes your presentations a success?
- What techniques do you use to handle difficult clients during a pitch?
- What is the typical structure of your business presentations?
- How would you describe your PowerPoint skills - non existent, Basic, intermediate or advanced
- Talk me through the most difficult pitch that you have made?

Decision Making, Risk and Judgment?

- What is the greatest risk that you have taken in your business career? What happened?
- What would you detail as the biggest failure of your business career?
- For every decision that you get right how many do you get wrong?
- How do you make a decision that potentially carries enormous risk? What steps do you go through? What minimum information do you require?
- What experience do you have in working in pressure situations?
- How do you make decisions in these pressurised situations?
- How would one of your reports describe your decision making ability?
- What is the worst decision that you have ever had to make in your business career? What happened?
- What is the best decision that you've ever made in your business career?

Teamwork

- Are you more effective on your own or as part of a team?
- What is the best team that you have ever worked in and why? What part did you play in the team and what contribution did you make to the success of the team?
- What are the characteristics of a great team?
- How important do you feel the 'leader' is in creating a successful team?
- What types of characters do you work best with?
- What kind of people do you find difficult to work with?

Personal qualities - Confidence

- On a scale of one to ten how confident would you describe yourself? Why?
- How would your existing team describe your confidence?
- Talk me through a situation that demonstrates the level of confidence that you have in yourself?

Personal qualities -Interpersonal

- How would your best friend describe you? 5 adjectives
- How would your closest work colleague describe you? 5 further adjectives
- Describe the relationship with your current/previous line manager?
- How would your current/previous line manager describe you? 5 further adjectives
- What is the single biggest issue that your current/previous line manager has with you?
- Describe a confrontation that you have had with your current/previous line manager when they were in the wrong? What happened?
- When was the last time that you lost your temper at work? What happened? What did you learn from this?
- What kind of people do you find difficult to work with?
- How do you handle criticism?
- Who is your worst enemy? What happened? How would they describe you?
- What is the most unpopular decision you've ever taken? What happened?

Personal qualities -Values

- What are your values?
- How would you like to be remembered?
- What is an ethical line that you will not cross?
- Have you ever lied in your job? What happened?
- Would you ever lie in the interests of your company?
- Have you ever gone over your current/previous line manager's head to get a decision?
- On a scale of one to ten how would the term 'maverick' describe you?
- What habits or behaviours that you possess would you like to change/improve?
- Who have you worked with that you have the most respect for? Why? What did you learn from them?