

## The key questions are...

- “Tell me about **yourself**” .....3
- “What do **you know** about our company?” .....4
- “Why **you** and why **our company**?” .....5
- What questions do you have **for me**?” .....6

Question: “Tell me about **yourself...**”

Answer:

- My name is [name], and I’ve been studying [subject] at [place of study].
- Along with my studies I started off my career as [role] with [organisation] where I [state main responsibilities]. For example, [write an example i.e., where you show cased great teamwork.]

As a bonus...

- Add anything you may feel is relevant to the role you’re applying for. For example, it was also in my own interest to complete an online course in Python and acquire further certifications since leaving university.

Points to **consider...**

- Be **concise** and **relevant**.
- Emphasise **selling points**.
- **Explain** your answer.
- Tell a **story**.
- Sound **natural**.
- Make it **relevant** to the role you’re applying for.

Things to **remember...**

- **Preparation** is key.
- Rehearse your answer and be **clear & concise**.
- Explain your **career to-date**.
- Summarise your key selling points.

Question: “What do **you know** about our company?”

Points to **consider**...

- **Who** is the company?
- **What** do they do?
- Who are the **customers**?
- Who do they **compete** with?
- Current **news** or **economic issues**
- What **key skills** are needed?
- Who are the key **people**?
- What is the **culture**?
- Keep it in a **nutshell**
- **Try out** the technology(demo) and use it prior to the interview.
- Conduct a telephone call to a representative to **find out** more about the company and take notes.

Things to **remember**...

- **Quick** and **accurate summary** is key.
- Be **clear** and **concise**.
- Show **you know** what the company does.

*Note: Make sure that you have done your research prior to the interview so that you can talk confidently about the company.*

Question: “Why **you** and why **our company**?”

Points to **consider**...

- What you’re **looking** for - describe what you like from the role including responsibility and development opportunities.
- Why you’re **interested** - highlight specific points which interest you and explain why.
- What you **bring** - summarise your key skills, experience, attitude, and approach.
- Why you **fit** - Explain how you work. For example, your style working with others.
- Be **enthusiastic** - make sure you come across excited and energised for the prospect of working for the company.
- Ask **questions** - good opportunity to ask insightful questions to demonstrate interest and understanding.

Things to **remember**...

- Interviewing is a **two-way** process
- Explain why you’re **interested** in the role/company
- Describe what **you’ll bring** of value if hired

*Note: Highlight what attracts you to the role, organisation, and the sector. Emphasise what you could bring to the role and how it would benefit the organisation.*

Question: “What questions do you have for me?”

### Points to **consider**...

- Why is the job **available**? - Find out if this is a new job which has been created.
- What are the initial **priorities** of the position? - Get under the skin of the job description by really finding out what you'll be doing from day one and what is expected of you.
- How does the role **fit**? - Learn about other people you'll need to work with, manage or report to.
- Scope for personal **development** is there? - Get a sense of whether they're looking for someone to create the role as their own or just perform routine tasks.
- The managerial **style**? - Learn how you would likely be managed so you know what to expect.
- What is the **culture**? - Understand the style of the company will match yours.

### Things to **remember**...

- This is where you can **stand out**
- Ask about the **company, industry, role, challenges...**
- Do your research – **it will show!**

*Note: This is where you can really impress an interviewer and stand out from the crowd. Prepare 5 or 6 questions that show you have thought about the company and the role you're applying for.*