

# Interview Questions

A common interview question is “Tell me about yourself”. Even if this is not a question you have been or will be asked it is a good question to have a response to. Prepare an answer between thirty seconds and two minutes that outlines your work background and accomplishments. Basically it is a quick wrap up of your CV and can also be used to network when at a work event. You can never be too prepared for an interview.

Have you ever been interviewed and asked to describe a time when you’ve made a mistake in your work? While it may be tempting to tell the panel that you’re a perfectionist who never makes mistakes, this isn’t what they’re looking for! We’re all human and we all make mistakes sometimes - the panel want to see that you can identify when you’ve made an error, own up, take appropriate action to resolve the issue, and what you learnt from it.

At interview, avoid using “we” in your responses. You need to demonstrate how you meet the selection criteria by giving specific examples – “I took action to resolve the issue by...”, “I was responsible for managing a team...” etc. While the panel may want to know how well you work in a team, they mostly want to know about your own achievements and responsibilities.

Ever been asked more interview questions than you were expecting? The panel may have been asking you “probing” questions. If you don’t completely answer the question with your initial response, or the panel want to clarify something, you may be asked for more information. This is a very common practice and not a cause for alarm! The panel just need to make sure they have enough information to make a fair and accurate assessment of your suitability for the role.



At the end of the interview you will be given an opportunity to ask your own questions and it’s a good idea to prepare some questions of your own beforehand. Here are some examples to help you out:

- What opportunities are there for training and professional development?
- What prospects are there for personal development?
- What are the company plans for the future?
- What results are expected from me should I be successful in gaining the position?
- What do you like best about working at the company?
- What are your goals for the department?
- Could you tell me more about the organisational structure?
- How is performance measured and reviewed?
- What are the biggest challenges in this role?
- How much travel is involved?
- What would my specific responsibilities be?
- Who would I report to?

At the close of the interview, don't be afraid to let the panel know you're definitely interested in the role. Finish on a positive note and ask if there is anything further the panel would like clarification on.

### Extra Hints and Tips

If you are a health professional with a background filled with locum and temporary appointments but have now settled down and want to prove you are stable then don't despair, it is easy! Think of all the advantages and positives of doing locum work and what kind of employee that makes you – adaptable, task oriented, highly skilled, flexible, easy going and quick to fit into a new group. Prepare yourself for the possibility that you may be questioned about this in the interview and have your response ready. If you are genuine in staying in the one area for a short or long time then all you need to be is honest.

It can be difficult to know how to bring up difficult conversations in an interview. Will it work against me or show me in the wrong light are just some questions we ask ourselves. It is always best to be honest about such things as having a holiday booked and paid for in a month or two. You should also feel supported in asking about the pay rate, the team itself and any element of the position that you don't feel is clear or you want further confirmation on. Remember, the job has to work for you as well as the organisation or company.



Have you ever had to complete an activity as part of the interview process? This may be a practical task producing some work or item, a presentation, a speech or presenting examples of your work. Try not to let this exercise put you off track or extinguish your confidence once you get to the actual interview itself. Show your creative side, don't be afraid to stand out from the pack and believe in yourself. What you can do is good enough – otherwise you would not be attending an interview.