Interview questions will differ from one position to the next and should be prepared based

on the current position description for the advertised role. Select the Basic Interview questions and then any from the other lists that are appropriate for the role. The same questions should be asked of each candidate applying for the same position.

# What you can’t ask (Source: seek.co.nz)

# Are you married?

# Who do you vote for?

# How old are you?

# What’s your current employment status?

# What religion are you?

# Are you pregnant or planning on starting a family?

# Also you cannot ask a prospective employee about their sexual orientation, gender identity, relationship status, nationality, ethnic origin, political opinions or family status.

# Basic Interview Questions

* Tell me about yourself.
* What are your strengths?
* What are your weaknesses?
* Why do you want this job?
* What's your ideal company?
* What attracted you to name of orgnisation ?
* Why should we hire you?
* What did you like least about your last job?
* When were you most satisfied in your job?
* What can you do for us that other candidates can't?
* What were the responsibilities of your last position?
* Why are you leaving your present job?
* What do you know about this sector?
* What do you know about name of orgnisation ?
* Do you have any questions for us?

# Behavioral Interview Questions

* What, in your opinion, are the key ingredients in guiding and maintaining successful business relationships? Give an example of how you have made this work for you.
* Tell us about a time when you built rapport quickly with a new or existing business relationship under difficult conditions.
* Describe a situation when you were able to strengthen a relationship by communicating effectively. What made your communication effective?
* Describe a situation where you felt you had not communicated well. How did you correct the situation?
* Describe a situation in which you were able to positively influence the actions of others in a desired direction.
* How do you schedule and manage your time? What processes have you put in place to help manage your time?
* Tell us about a time you had to manage a high volume of work. What processes did you put in place to help manage your workflow
* Do you prefer working with detail or are you a big picture person?
* What's more important getting the job done right or getting it out on time to meet the deadline?
* How would you describe your work style? i.e. do your prefer to work alone or with others;
* Are you structured in your daily routine, use lists etc or do you work in a more ad hoc fashion and how does that work for you?
* Give me an example of an important goal you have set and how you achieved it.
* Tell me about a job/task that was boring. How did you deal with it?
* Tell me about a time you had to change procedures to solve a problem. What did you do?
* Give me an example of a time you had to make a decision without consulting your boss. What did you do?

# Motivation, Attitude and Career Direction

* What are you looking for in terms of career development?
* How do you want to improve yourself in the next year?
* If I were to ask your last supervisor to provide you additional training or exposure, what would he/she suggest?
* What appeals to you about this role? How does this role fit in with your goals and life aspirations?
* What sort of working environment appeals to you? i.e. working alone, as part of a team, quiet space or open plan office
* Where do you see yourself in five years time?
* What sort of management style do you work best under?

# Salary Questions

* What salary are you seeking?

# Getting Started Questions

* How would you go about establishing your credibility quickly with the team?
* If selected for this position, can you describe your strategy for the first 30 days/90 days?

# More About You

* What do you look for in terms of organisational culture -- structured or entrepreneurial?
* What techniques and tools do you use to keep yourself organised?
* Tell me about your proudest achievement.
* Who was your favorite manager and why?
* Was there a person in your career who really made a difference?
* What kind of personality do you work best with and why?
* What are you most proud of?
* What do you like to do?
* What are three things your last boss would say about you?
* What three character traits would your friends use to describe you?
* List five words that describe your character.
* What is your biggest regret and why?
* What's the most important thing you have learnt?
* What will you miss about your present/last job?
* What is your greatest achievement outside of work?
* What do you like to do for fun / in your spare time?

NOTES:

1. Plan out the questions that are relevant to the position prior to any interview.
2. Notes of questions and responses should be made and a copy added to the applicant staff file if they are offered employment.
3. Keep a copy of questions and responses for non-successful applicants until after they have been notified of the decision in case there are any queries.