

TOP 21





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TIPS FOR ANSWERING 'WHAT ARE YOUR STRENGTHS?'

Read the job advert and match your strengths to the ones listed there!

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TIPS FOR ANSWERING 'WHERE DO YOU SEE YOURSELF IN 5 YEARS' TIME?'

You have to say you will still be working for their company – that's very important!

Say you **expect to be competent in the role** and **well-respected** by your work colleagues, supervisors and peers.

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QUESTIONS FOR ANSWERING 'WHAT WOULD YOU DO IF YOU DIDN'T GET ON WITH SOMEONE IN YOUR TEAM?'

Be the better person and say you would **tackle the situation** with a view to **resolving any conflict quickly**.

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Don't say you didn't like your manager or a particular member of your team or work colleague.

You could say this:

“There wasn't anything I disliked; however, I sometimes found my employers lack of ambition slightly frustrating as I felt they could have achieved so much more. I am quite a positive and enthusiastic person and I would have loved it if their future plans would have been more ambitious.”



Do some research and see what the standard salary is for your role within the industry – a great website for this is [GlassDoor.com](https://www.glassdoor.com)

If the salary range for your job is (for example) \$21,000 - \$27,000, say you believe you are worth the top range of \$27,000 but that you are prepared to take slightly lower (\$25,000) as you understand you have to prove to them you will be a great fit for the role.



TIPS FOR ANSWERING 'WHAT WOULD YOU DO IN THE FIRST 30 DAYS OF STARTING?'

Focus on three things, as follows:

“I would concentrate on three things: First of all, I would obtain a full brief from you, my manager, on what you expected from me and the standards I needed to work to. Secondly, I would get to know my team really well so I could understand the type of things I could do to start contributing positively to the organizations goals quickly; and finally, I would look to complete my first important project or task in the fastest time possible to show you what I am capable of within the role, and to also repay the faith you have shown in me by employing me in the position.”



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