

Practising interview questions

You have been invited to interview for a position — preparation is key! This worksheet will take you through common questions often asked at an interview, regardless of the position or sector you are applying for.

You can spend time considering the questions and write out your response to each and then a few days later, get someone you know and trust to ask these questions in a mock interview. This will help you to think in advance of all the aspects you could cover to showcase your experience and expertise, as well as prepare for the real interview itself in a supportive environment.

1. Tell me about yourself

Refer to the key highlights in your CV that showcase your talents and draw attention to the skills that meet the job requirements.

2. What attracts you to this role?

Mention what excites you about the role and how it matches your skills, experience, interests, etc.

3. Why should we hire you?

Talk about your relevant skills and why you want the job. Try and highlight something that would make you stand out over other candidates.

4. Why did you leave your last job?

It's always best to say the truth but if for any reason that would either make you uncomfortable or it would perhaps be perceived in a negative light, try and think of a different way of saying it that is based on the truth.

5. Do you have any commitments that will require you to take time off?

You may have holidays, medical appointments, be a parent or carer, or have training commitments.

6. What are your main strengths?

Look at your CV and the job you are applying for and consider how you can best present your strengths that are aligned with what they are looking for.

7. What are your main weaknesses?

Handle this question with care so that you don't place yourself at a disadvantage. You could put a positive spin on it by talking about an example in the past tense, or explore the ways you are hoping to develop and improve.



8. Can you give an example of where you have worked within a team and what was the outcome?

You may have many examples to choose from so ensure you select one that showcases the skills they are looking for and also best evidence your strengths. This question is explorative and they are trying to understand more about you so the example should be explained and explored.

9. Tell us about a time you had to prioritise to complete a task and what was the outcome?

Select an example that evidences all the qualities this task requires such as working to a deadline, time keeping, planning, coordination, communication, etc.



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