**JOB INTERVIEW QUESTIONS TEMPLATE**

Complete the template below for every job interview you get.

1. Tell me about yourself.
2. What is your greatest weakness?
3. Tell us about a time you worked in a team and things didn’t go to plan – what did you do?
4. What do you consider your greatest achievement and why? (Choose something that is relevant to the job)
5. Why did you apply for this job? (Note do not answer that you need the money! Tell them what attracts you to the industry, organization and job)
6. Why are you the best person for the job? You might not get asked this, but you need to know the answer to this. If you don’t know why you’re the best person for the job, the interviewer has no chance of finding it out.
7. Are there any questions you would like to ask us? (This is the standard final question. Maybe have one or two prepared drawing on your research to demonstrate that you have done your homework, but don’t ask too many!)