

Mock Interview Questions

1. In a nutshell, tell me about yourself.
2. What are your career aspirations after you finish your degree?
3. What do you consider your strengths as a [performer/composer/teacher/etc.] to be? / What skills do you feel that you can bring to this role?
4. Could you please outline your experience in administration and working in a busy office environment so far?
5. How do you anticipate continuing your professional development after your degree?
6. Could you tell me about a time when you've had to manage large amounts of data?
7. Could you tell me what you believe excellent customer service to be, and give an example of a time when you've delivered this.
8. This role requires excellent organisational skills... are you able to describe a time when you've managed your own workload effectively to ensure objectives were met?
9. If your current or previous colleagues were to describe you in three words, what would they say?
10. Can you tell us about your experience with leadership?
11. How does this graduate scheme/work placement fit within your overall career path?
12. Can you tell us about a time you've experienced failure? / What would you identify as your biggest weakness and what have you done to overcome this?
13. Being able to work effectively as a team is important to this role. What do you believe you bring to a team?
14. Can you tell me about a time when you've demonstrated excellent problem-solving skills?
15. Could you please tell about a time when having excellent attention to detail was vital?
16. Having the ability to maintain a high level of confidentiality and discretion is vital to this role – can you give me an example of a time when confidentiality has been important?
17. Can you tell us about a time where you've gone above and beyond in your role?
18. Having the ability to adapt and effectively deal with change is really important in this role, could you give me an example of a time when you've had to adapt or be adaptable?
19. We're driven by helping our people to grow... can you identify any gaps in your knowledge or any areas that you feel passionately about developing?
20. If you could be an animal, which animal would you be and why?



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Notes

Please consider whether the individual has used the STAR/CAR technique to construct their answer and has used a variety of different examples.

Ensure that your feedback is constructive; highlighting specifically what the individual did well and any areas that you think they could improve on.

Est.
2019

LaunchPad

