Use the same wording from the job advertisement to complete the following table:

|  |  |  |
| --- | --- | --- |
| *What opportunities (benefits) does the job offer you?* | *Which key skills and knowledge (competencies) do you have?* | *Which qualities (character and professional) do you have?* |
|  |  |  |

**Note: Your responses to the following questions should include the same wording from the job advertisement and any industry-specific terminology.**

# Aspirations

Can you describe the most enjoyable role that you have ever had and why you feel that way about it?

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| --- |
|  |

Could you please describe an ideal role for yourself?

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| --- |
|  |

What are your short and long term career plans?

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| --- |
|  |

# Handling Conflict

What has been the most difficult situation you have had to deal with at work?

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| --- |
|  |

How do you think you handled the situation and, given the opportunity, would you do anything differently?

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| --- |
|  |

# Decision Making

Tell me of a difficult decision you have had to make quickly in recent times.

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| --- |
|  |

In hindsight (upon reflection), was it the right decision?

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| --- |
|  |

What is your decision making process?

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| --- |
|  |

**Leadership**

Can you describe a time where you’ve noticed a way something could be done better and worked to implement the change?

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| --- |
|  |

How did you get management and team members on board with the change?

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| --- |
|  |

**Accountability/Results**

Can you give examples of times when you were assigned a number of tasks and had to prioritise what needed to be done?

|  |
| --- |
|  |

What was the biggest single contribution you have made to your organisation’s success in the last 12 months?

|  |
| --- |
|  |

**Team Work**

Can you describe a time you worked as part of a team to complete a job? What was your role?

|  |
| --- |
|  |

How did you deal with differences of opinion during the job?

|  |
| --- |
|  |

**Role Awareness**

Why did you apply for this role?

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| --- |
|  |

What is it about (this career)you particularly enjoy?

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| --- |
|  |

**Qualities**

Can you describe your strengths (character and professional)?

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| --- |
|  |

**Skills**

What key skills/knowledge do you have? For each, give an example of a completed task to demonstrate your level of experience and competency.

|  |
| --- |
| Competency #1: |
| Competency #2: |
| Competency #3: |
| Competency #4: |
| Competency #5: |
| Competency #6: |
| Competency #7: |
| Competency #8: |
| Competency #9: |
| Competency #10: |

**Check and Practice**

When you have completed this worksheet, ask someone who has a good command of grammar to check your responses.

Be familiar with your responses but try not to memorise them. You need to sound natural and a bit nervous when giving your answers.

Practice with a friend to build your confidence, then with someone who makes you feel a little uncomfortable so you will be fully prepared.

Be ready for different variations of these questions and related questions.

Good Luck!!