

# Interview Questions Bank

Interviews occur in many formats. For example, it may be a virtual or in-person panel consisting of multiple people, or it could be a one-way interview through using an online video platform.

The overarching purpose of interviews is to assess your suitability for a position. To assess your suitability, prospective employers may include behavioural based questions that seek to prompt you to draw upon your experiences and qualifications. This resource has been created to provide a space for you to reflect upon how you would address common interview questions based on a position description and to start crafting your responses.

## Selection Criteria

It is important to keep in mind the selection criteria for the role to which you are applying. In the space below, copy in the selection criteria or information that might help you to develop practice interview questions and responses.

## Introduction Questions

### Tell me about yourself

At the beginning of the interview there is usually an opening question where the interviewer can get to know you a little bit better, often "Tell me about yourself". When responding to this question, it is important to tailor your response to the opportunity.

Some things that you may wish to incorporate in your response include your:

- aspirations, study and opportunities that contribute to the organisation/role/scholarship
- interests and passions (e.g., the industry, the specialisation of the organisation/role, forging connections between countries/organisations)
- demonstrated skills, capabilities or strengths that you could contribute to the opportunity
- future goals aligned with the organisation/role/scholarship.

Based upon the opportunity that you have selected, write a draft response to the question of "Tell me about yourself" in the text box below.

## Getting to know you

### **Why are you interested in this role/opportunity?**

Take time to reflect on why you wanted to apply for this opportunity. For example, do you have a specific interest/or a specialisation that aligns to this opportunity, do you have a future goal that this opportunity can help you to achieve, do you see yourself aligning to the organisations values or projects, or do you see yourself bringing something to this opportunity?

In the text box below, draft a response to the question “Why are you interested in this role/opportunity”?

### **What strengths would you bring to this role/opportunity?**

Consider your strengths and narrow down those strengths that directly relate to this opportunity. Your strengths could include a range of things such as: technical skills, interpersonal capabilities, entrepreneurial capabilities, previous experiences, networks, or new ideas (just to name a few).

In the text box below, draft a response to the question “What strengths would you bring to this role/opportunity”?

### **What do you consider to be your biggest achievement?**

This type of question helps the panel to find out more about you as a person and your interests. Think about something that has a large impact on you – it could be related to your studies, your experiences (such as at work/volunteering). Where possible, try to relate this achievement to the current opportunity. Although it does not have to explicitly connect, think about transferable skills that might translate well into this opportunity (such as resilience).

In the text box below, draft a response to the question “What do you consider to be your greatest professional achievement?”

## Develop your own questions/responses related to the opportunity

Looking at the information you have (the selection criteria, job description, information about the interview), think about if there are any other questions that they might ask to better understand you. For example:

- How do your long-term aspirations align with this experience?
- What do you see as the long-term benefits of this role/organisation?
- How do you see yourself aligning with this organisation?
- If you were to change something about how we do things, what would you do?

If you are applying for a scholarship, the interviewer/panel may also ask specific questions about your proposed experience. Some examples are provided below.

- Questions related to your experience: What is your proposed experience? What do you expect to learn from the proposed activities? What do you expect to be the risks/challenges in your proposed activities? What is the long-term value in doing this project overseas verses in Australia?
- Questions related to the purpose/aim of scholarship: How will your strengths contribute to achieving the scholarship's aim/purpose? What actions will you take to achieve the scholarship aim/goal during your experience and after the experience?
- Questions about your current/desired networks: What do you know about your proposed country/internship organisation, and what is your interest in it? Who are the stakeholders and what are their expected contribution/s? How do you plan to connect to leaders in government, businesses, and civil society in the region?

In the below text boxes, write some potential questions that you may be asked depending upon the opportunity.

## Behavioural Interview Questions

Behavioural interview questions often come in the form, "Tell me a time when...", and are often explicitly related to the selection criteria. It is important to prepare a range of responses, and it is recommended that you use the STAR-E approach to structure your responses:

**S:** What was the situation? What happened? What was the context?

**T:** What was your task or problem?

**A:** What action did you take? What did you do?

**R:** What was the result or outcome?

**E:** What would you do differently? What did you learn?

For more information on STAR-E access [this resource](#).

Above the text boxes below are some examples of common behavioural interview questions. Utilising the STAR-E approach, start to practice responding to these questions based upon your chosen opportunity.

Tell me about a challenging experience in the workplace and what you did to overcome it.	
S	
T	

Tell me about a challenging experience in the workplace and what you did to overcome it.

A	
R	
E	

Tell me about a time you had to be flexible or adaptable.

S	
T	
A	
R	
E	

Tell me about a time you had to manage multiple responsibilities and needed to prioritise them.

S	
T	
A	
R	
E	

Based on the opportunity you have selected, start drafting your own behavioural interview questions and responding to them in the following boxes.

Tell me about a time...

S	
T	
A	
R	
E	

Tell me about a time...

S	
T	
A	
R	
E	

Tell me about a time...

S	
T	
A	
R	
E	

Tell me about a time...

S	
T	
A	
R	
E	

## Closing remarks

At the end of the interview, you may have the opportunity to ask the panel any questions - this is your chance to find out more about the opportunity to ensure that it is the right fit for you. This might include: information about the role (e.g., day-to-day responsibilities, upcoming priorities/projects, expectations on starting dates) or information about the organisation (e.g., flexible working opportunities, understanding the company culture). When asking questions, ensure that these are questions you were unable to find through your research (e.g., on the job description or organisation's website).

**In the box below, list 3 questions you would like to ask the panel.**

If you do not have an opportunity to ask questions (for example, a one-way video interview), but you have an opportunity to leave a closing comment, take some time to reflect on your closing statement. For example, this could include a summary of your passion and alignment to the opportunity/organisation.

**In the text box below, draft a closing statement for the opportunity.**

## **Practice questions**

Want to practice your interview skills? Write a list of the interview questions you think are relevant and important to practice. You can give this document to someone else so that they can ask you the questions and provide feedback.

**Write an “introductory” question**

**Feedback from peer reviewer**

**Write a “getting to know you” question**

**Feedback from peer reviewer**

Write a “behavioural” question

Feedback from peer reviewer

Write a “behavioural” question

Feedback from peer reviewer

**For further details, please contact:**

**Career Development**

Student Enrichment and Employability Development  
careers@uq.edu.au

[employability.uq.edu.au/career-development](https://employability.uq.edu.au/career-development)



**THE UNIVERSITY  
OF QUEENSLAND**  
AUSTRALIA

CREATE CHANGE