

Worksheet

Interview question bank

In this worksheet, you will practise responding to common interview questions and develop examples that demonstrate your skills, experiences and suitability for the opportunity.

Interviews provide an opportunity to demonstrate how your skills, experiences and interests align with a role or opportunity. While interview formats may vary (e.g. online, in-person or AI-assisted), the purpose is the same: to help employers assess your suitability.

Use this worksheet to help you identify the key requirements of a role, reflect on your own experiences, and practise some responses to common interview questions.

Selection criteria

Consider a potential job opportunity and role description. In the space below, paste the selection criteria or other relevant information to help you develop practice interview questions and responses.

Introduction questions

Tell me about yourself

Interviewers often begin with a question such as "Tell me about yourself" to learn more about you and your interest in the opportunity. Your response should briefly introduce who you are and highlight experiences, skills and interests that are relevant to the role, organisation or scholarship you are interviewing for.

Consider including:

- your studies, experiences and achievements relevant to the organisation/role/scholarship
- your interests, aspirations and motivations and why the opportunity appeals to you
- your skills, capabilities, or strengths that you can contribute
- your future goals aligned with the organisation/role/scholarship

Based on the opportunity that you selected in the previous section, write a draft response to the question, "Tell me about yourself" in the space 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 organisation's values or projects, or do you see yourself bringing something special to this opportunity?

In the space 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.

In the space below, draft a response to the question "What strengths would you bring to this role/opportunity"?

What do you consider to be your greatest professional achievement?

Think about an achievement that you are particularly proud of. This could be related to your studies, employment, volunteering or another meaningful experience. Where possible, try to relate this achievement to the current opportunity. Focus on the impact of the achievement, what you learned, and the skills you developed (e.g. resilience). Where relevant, explain how these skills relate to the opportunity you are applying for.

In the space below, draft a response to the question "What do you consider to be your greatest professional achievement?"

Develop your own questions and responses related to the opportunity

Looking at the information you have (the selection criteria, job description, information about the interview), think about any other questions that the interviewers 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 this organisation does things, what would you do?
- Your future goals aligned with the organisation/role/scholarship

Your turn

Use the spaces below to brainstorm potential questions you could be asked. Consider questions about your skills, experience, achievements, motivation, and suitability for the opportunity.

Applying for a scholarship? You may also be asked questions about your proposed experience, the scholarship's purpose and your professional networks.

Questions related to your experience:

What is your proposed experience? What do you expect to learn from the proposed activities? What do you expect the risks/challenges in your proposed activities to be? What is the long-term value in doing this project overseas versus in Australia?

Questions related to the purpose/aim of the scholarship:

How will your strengths contribute to achieving the scholarship's aim/purpose? What actions will you take to achieve the scholarship's aim/purpose 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?

Behavioural interview questions

Behavioural interview questions usually start with "Tell me a time when..." and are often explicitly related to the selection criteria. It is important to prepare a range of responses to these types of questions, and it is recommended to use the **STAR** 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?

For more information on the STAR method, access the STAR Template and other PDF resources available on the [UQ Careers and Employability webpage](#).

Below are some examples of common behavioural interview questions. Utilising the STAR approach, start to practise responding to these questions based on your chosen opportunity. Use the spaces provided to develop your response to each question.

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

S	
T	
A	
R	

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

S	
T	
A	
R	

Tell me about a time you had to manage multiple responsibilities and prioritise your workload.

S	
T	
A	
R	

Your turn

Using the spaces provided below, develop some behavioural interview questions and draft your responses using STAR.

Tell me about a time...

S	
T	
A	
R	

Tell me about a time...

S

T

A

R

Tell me about a time...

S

T

A

R

Tell me about a time...

S

T

A

R

Closing remarks

At the end of the interview, you may have the opportunity to ask the panel some questions – this is your chance to find out more about the opportunity to find out if 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. from the job description or the organisation's website).

In the space 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 what your closing statement could be. For example, this could include a summary of your passion and alignment to the opportunity/organisation.

In the space below, draft a closing statement for the opportunity.

Practice questions

Make a list of the interview questions that you think are most relevant and important for you to practise. Ask a peer / friend to ask you the questions and provide with you some feedback, using the spaces provided.

Write an introductory question in the space below.

Feedback from peer reviewer

Write a “getting to know you” question in the space below.

Feedback from peer reviewer

Write a “behavioural” question

Feedback from peer reviewer

Write a “behavioural” question in the space below.

Feedback from peer reviewer

For further details, please contact:

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