



Job interviews different questions and responses

Choose one of the questions or statements below and say exactly the same thing to your partner three times. They should give a different answer each time you say the same thing (with even small changes being okay). After their three responses, discuss which one you thought was best, then switch roles and do the same.

- Sorry to keep you waiting.
- Take a seat
- Thanks for coming here today
- Is this your first time in Tokyo?
- Did you have any trouble getting here?
- We'd like to start by asking you about..., if that is okay.
- I'm Helen Armstrong, the head of HR, and this is my colleague James Hadfield.
- Why did you decide to leave your last job/ present job?
- What are your main weaknesses?
- How would your colleagues describe you?
- What was your greatest accomplishment?
- What do you know about our company?
- How is your experience relevant to this job?
- How do you expect this job to be different from your previous jobs?
- Why should we choose you for this job?
- What are your professional ambitions?
- Please give us an example of overcoming difficulties at work.
- Would you say you are a natural leader?
- Can you work under strict deadlines?
- How do you feel about moving abroad for you job?
- What skills have you learnt in your present job?
- What experience do you have of ISO certification?
- What do you like about working in HR?
- When can you start?
- Do you have any questions for us?
- Well, that's all the questions we have for today.

Try to think of other ways that the questions above could be worded.

Try to think of other likely questions using the underlined parts of the questions above.

What other questions might you be asked in a job interview?



Suggested answers – rephrasing questions

- Sorry to keep you waiting./ Sorry to have kept you waiting.
- Take a seat/ Please sit anywhere you like.
- Thanks for coming here today./ Welcome to our company.
- Is this your first time in Tokyo?/ Do you know Tokyo?
- Did you have any trouble getting here?/ Did you have any trouble finding us?
- We'd like to start by asking you about..., if that is okay./ Do you mind if we start with...?
- I'm Helen Armstrong, the head of HR, and this is my colleague James Hadfield./ First let us introduce ourselves. I...
- Why did you decide to leave your last job/ present job?/ Is there any special reason why you've decided to move on now?
- What are your main weaknesses?/ What areas do you most need to improve on?
- How would your colleagues describe you?/ Tell us something about your personality.
- What was your greatest accomplishment?/ Can you give us one example of something you have achieved?
- What do you know about our company?/ Is there anything about this company that made you choose us?
- How is your experience relevant to this job?/ Do you think your previous jobs are good preparation for this one?
- How do you expect this job to be different from your previous jobs?/ What are your expectations about how this job will vary from your last one?
- Why should we choose you for this job?/ What do you have to offer this company?
- What are your professional ambitions?/ Where do you see yourself in five years' time?
- Please give us an example of overcoming difficulties at work./ Can you think of any problems you have had to solve in your job?
- Would you say you are a natural leader?/ Does leadership come naturally to you?
- Can you work under strict deadlines?/ Do you have the ability to stay calm under pressure?
- How do you feel about moving abroad for your job?/ Does working abroad appeal to you?
- What skills have you learnt in your present job?/ How have your skills developed over the last few years?
- What experience do you have of ISO certification?/ Have you been involved in ISO certification before?
- What do you like about working in HR?/ Do you find HR manager to be a rewarding job?
- When can you start?/ When are you available to take up the position if it is offered to you?
- Do you have any questions for us?/ This is your opportunity to ask us more about the job if you like.
- Well, that's all the questions we have for today./ So, I think that about covers it.