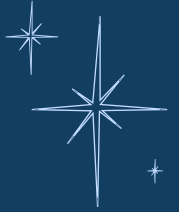


# YOUR NEXT MOVE

POWERED BY  
YOUR PEOPLE RECRUITMENT



## Interview Cheat Sheet

*Practical tips to help you get noticed*

## 1. Tell me about yourself?

**Formula:** Past → Present → Future

### **Example Answer:**

"I've spent the last 3 years in customer service, building strong communication and problem-solving skills. In my current role, I consistently achieve high customer satisfaction scores. I'm now looking to bring those skills into a role where I can grow and contribute to a high-performing team."

### **Your Answer:**

Structure your example to include:

- Past
- Present
- Future

## 2. Why did you apply for this job?

Here's where you show you have done your homework

### **Example Answer:**

"I'm really impressed by your company's focus on innovation and growth. This role aligns perfectly with my experience in (skill), and I'm excited about the opportunity to contribute to your team."

### **Your Answer:**

- Talk about what you like about the company
- Why the role is a good fit for you

## 3. What Are Your Strengths?

**Tip:** Pick 2 - 3 relevant strengths

**Example Answer:**

"I'm highly organised and a strong communicator. I'm also proactive - I don't wait to be told what to do, I look for ways to improve processes."

**Your Answer:**

- Strength 1
- Strength 2
- Strength 3

**4. What Are Your Weaknesses?**

**Tip:** Be honest and talk about something that you previously struggled with and have now turned around (positive)

**Example Answer:**

"I used to struggle with delegating tasks, but I've been working on trusting my team more and focusing on priorities."

**Your Answer:**

- Weakness
- How you have turned it from a negative to a positive

**5. Why Should We Hire You?****Example Answer:**

"I bring proven experience in (skill), a strong work ethic, and the ability to deliver results. I'm confident I can make a positive impact quickly."

- Your key skills
- The value you can add

## 6. Tell Me About a Challenge You Faced

### Use STAR Method

#### Your Answer:

“(Situation) A project was falling behind schedule.

(Task) I needed to get it back on track.

(Action) I reorganised priorities and improved communication.

(Result) We delivered on time and exceeded expectations.”

#### Your Turn:

- Situation
- Task
- Action
- Result

## 7. Where Do You See Yourself in 5 Years?

**Tip:** Show ambition and alignment to the role you are applying for

#### Sample Answer:

“I see myself growing within a company like yours, developing my skills and taking on more responsibility over time.”

#### Your Answer:

- Skills you want to grow
- Career direction

## 8. Why Are You Leaving Your Current Job?

**Tip:** Keep it positive

#### Example Answer:

“I’ve learned a lot in my current role, but I’m ready for a new

challenge and opportunities for growth.”

**Your Answer:**

Say something positive about your current role, and then talk about your future career and where you want to go

## **9. Describe Your Work Style**

**Example Answer:**

“I’m organised, proactive, and enjoy working both independently and as part of a team.”

**Your Answer:**

- Use 3 words to describe your style

## **10. How Do You Handle Pressure?**

**Example Answer:**

“I stay calm, prioritise tasks, and focus on solutions rather than the problem.”

**Your Answer:**

- Your approach
- Provide an example of when this has happened and the outcome

## **11. What Motivates You?**

**Example Answer:**

“I’m motivated by achieving results, learning new skills, and contributing to a team’s success.”

**Your Answer:**

- What drives you, what pushes your buttons

**12. What Do You Know About Us?**

**Tip:** Do your research

**Example Answer:**

"I know your company focuses on (industry/mission), and I'm particularly impressed by (specific detail)."

**Your Answer:**

- Key facts about company, any recent (positive) news items you have read

**13. Do You Have Any Questions for Us?**

**Always say YES**

**Good Questions to Ask:**

- "What do you expect the successful person to have achieved in the first six months?"
- "What are the next steps in the recruitment process?"
- "What does a typical day look like?"

**14. What Are Your Salary Expectations?****Example Answer:**

"I'm open to discussing a salary that reflects the responsibilities of the role and my experience."

**Your Answer:**

- Your range (if known):

### **Final Tips (Your Next Move Style)**

- Keep answers **clear and concise**
- Focus on **results and impact**
- Practice out loud (confidence is key)
- Be **authentic** – don't sound scripted