

Common Interview Questions ➔



This guide provides common interview questions along with sample answers to help you prepare for a variety of roles. You should adapt your answers to suit your own experience and strengths. Note that these are only examples of questions that could be asked and is not an exhaustive list.

1. Tell me about yourself.

Sample Answer:

"I have a background in office administration with over three years' experience supporting managers and teams. In my last role, I streamlined reporting processes, which saved the team hours each week. I enjoy organising, problem-solving, and being part of a collaborative team, and I'm now looking for the opportunity to contribute my skills in a growing organisation."

2. Why do you want to work here?

Sample Answer:

"I admire your company's reputation for innovation and professional development. From my research, I can see that you invest in training and encourage career growth. I believe my skills in customer service and coordination align well with the role, and I'm excited to contribute to your team's success."

3. What are your strengths?

Sample Answer:

"One of my key strengths is organisation—I can manage multiple tasks and deadlines effectively. I'm also a strong communicator and work well with people across different levels of a business. Colleagues often say I'm reliable and approachable."

4. What is a weakness you're working on?

Sample Answer:

"In the past, I sometimes took on too much myself instead of delegating. I've been working on this by learning to prioritise and involve others earlier in projects, which has improved team efficiency."

5. Can you describe a time you dealt with a challenge at work?

Sample Answer (STAR Method):

“In my last role, we had a system outage (Situation). I was responsible for ensuring our client deadlines were still met (Task). I coordinated with IT and updated clients on the progress (Action). As a result, we managed expectations and delivered everything on time once the system was restored (Result).”

6. Where do you see yourself in five years?

Sample Answer:

“In five years, I see myself growing into a leadership position where I can support and mentor others. I’m focused on developing my skills in the short term and taking on opportunities that help me build towards that goal.”

7. Why should we hire you?

Sample Answer:

“You should hire me because I bring a combination of relevant skills, experience, and enthusiasm for the role. I’m highly organised, adaptable, and motivated to deliver results. I also believe in contributing positively to team culture, which I know is important to your company.”

8. Do you have any questions for us?

Sample Answer:

“Yes, I’d love to know more about how success in this role will be measured, and what opportunities there are for professional development within the company.”

TOP TIP:

Practice makes perfect! We recommend that you practice answering interview questions like these with a friend or family member. It will help you be more prepared for real interviews.