How to answer interview questions effectively

You can usually predict what topics you will be asked question on by using the Job Description. For example, if the employer is asking for someone who is organised, you could assume that you will be asked about your organisational skills.
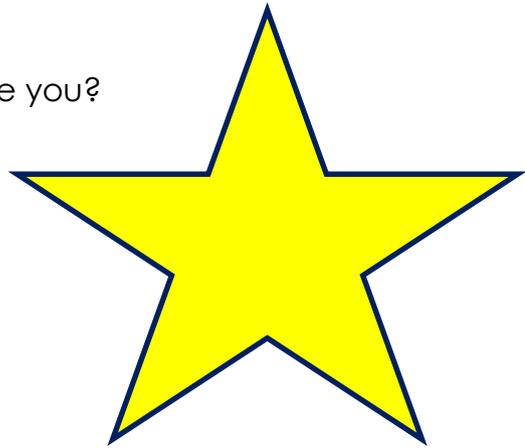
To answer questions fully try using the STAR Analysis Method.

Situation-what were you doing? Where were you?

Task-What were you asked to do?

Action-What did you do to complete the task?

Result-what was the result?

Example 1:
Q) Tell me about a time you worked well in a team.

Situation = I was at school in a PE lesson playing hockey.
Task = We were split into two teams and asked to play a match.
Action = I was a defender and had to watch and listen to my teammates carefully to be aware of what was happening in the game. I communicated with my fellow defenders to tell them when I needed help or listen and respond when they asked for help. I had to listen carefully to follow any instructions from the referee.
Result = Although we lost the match we worked well as a team and all got on well together.

Example 2:
Q) Give me an example of a time when you have solved a problem.

I was at school in a maths lesson. **(S)**
My friend felt really sick all of a sudden and needed to go to the toilet so I offered to take her but when we got to the toilets they were locked. **(T)**

I left my friend by the toilets and went to find a teacher, who told me that the key was in the Sixth Form Centre. I quickly went there, asked for the key and returned to my friend to open the toilet. After my friend was feeling better I returned the key and escorted my friend back to lesson. **(A)**

My friend got to the toilet on time and I solved a problem using my initiative. **(R)**