

## **PERSONAL QUALITIES EMPLOYERS LOOK FOR**

- Reliable and trustworthy
- Enthusiastic
- Keen to learn and improve
- Good communication skills
- Smart appearance
- Pleasant personality
- Well organised
- Punctual
- Show initiative
- Polite
- Able to work well with others
- Accepts responsibility
- Self-disciplined



## **EXAMPLES OF QUESTIONS TO ASK AT AN INTERVIEW**

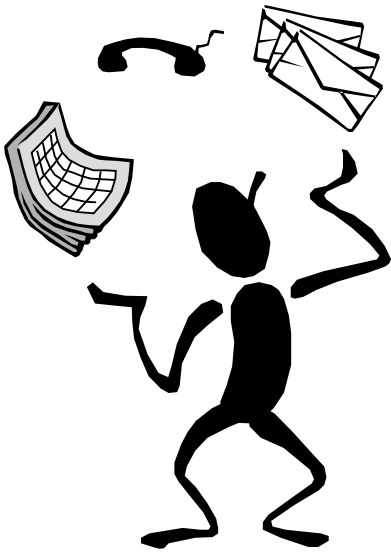
This is an opportunity for you to find out more about the job and to make sure that you really want it, and it is right for you. It looks better if you have one or two questions prepared. If they haven't told you about the hours, where you will be working, holidays and pay – don't ask about the pay or holidays first!"

Here are some examples of questions to give you an idea, but you will need to think about questions that are relevant to you and the job.

- **What sort of induction would I receive if I came to work here?**
- **What sort of training do you offer young people?**
- **Are there any social or sports clubs in the company I could join?**
- **What hours will I be expected to work?**
- **Are there opportunities to do overtime?**
- **What are your customers/clients like – what sort of people are they?**
- **What kind of clothing would I need to wear? Is there a uniform or any safety clothing I will need to have? Is this provided?**

## **EXAMPLES OF QUESTIONS YOU MAY BE ASKED AT AN INTERVIEW**

- Tell me a little about yourself.
- What job/college course are you going to do when you leave school? Why does this interest you?
- What skills can you bring to this job/course?



- Tell me about any work experience you have already, for example, a part-time or Saturday job, your Year 10 work experience.
- How do you think work experience will help you to prepare for your working life?
- What are your strengths and weaknesses?
- Tell me about a time you have worked as part of a team to complete a task or project.
- Where do you see yourself in five years time?
- Tell me about your hobbies and interests. What do you enjoy doing in your spare time?