

1. Questions for employers to ask candidates

Teamwork and Communication / influencing and persuasion

- What do you think are the characteristics of an effective communicator?
- In your opinion, what makes a team work well together?
- Give me an example of when you used good communication skills to help you achieve an objective?
- Tell me about a time when you had to change your communication style for different audiences
- Tell me about a time when you have persuaded someone else to do something they did not want to do
- Tell me about a time when you had to work with a difficult person
- How would you deal with conflict in the workplace?
- What would you do if a team member disagreed with you on the best action to take?
- Tell me about a time when you had a disagreement with a team member. How did you overcome it?
- Tell me about a time you have demonstrated leadership (during studies, work or personal life)

Resilience and adaptability

- What has been the hardest challenge you have faced and how did you overcome it?
- How do you deal with setbacks?
- Tell us about a time when you took several attempts to solve a problem
- How would you respond if you received negative feedback from your manager or someone criticized your work?
- What would you do if a client complained about the service received?

Commercial Awareness

- What does commercial awareness mean to you and what is the importance of this?
- What do you know about our company?
- What are some of the biggest challenges facing us over the next few years?
- Who are our competitors?
- How do our products/services compare to our competitors?

- If I gave you £10,000 to invest in a project/new product in the next three months, what would it be and why?
- Where do you believe our industry/profession will be in 10 years' time?

Analytical/Problem solving

- Tell me about the most challenging workplace/academic problem you've encountered. What did you do to come up with a solution?
- How do you weigh up the pros and cons before making a decision?
- Describe a time where you didn't have enough information to make a decision. What approach did you take and why?

Attention to detail

- Have you ever discovered an error made by somebody else? How did you find this? What was the result?
- Tell me about a time you were confused by a customer/manager/ colleague request. What steps did you make to clarify things?
- How do you go about producing quality work under tight time restraints?

Time Management /organisation / prioritisation

- How do you manage your time and prioritise tasks?
- Tell me about a time when you have had to juggle different tasks
- Give an example of when you have had to meet a tight deadline?
- What would you do if you were scheduled to attend some training, but a piece of urgent work popped up?
- What helps you to work well under a tight deadline/meet target?
- How do you handle pressure?

Personal Attributes (Strengths-based questions)

- What have you achieved in the last 12 months you are proud of? How did it make you feel?
- What motivates you?
- What are your strengths and weaknesses?
- What are your key values?

General

- Why did you choose to study {course/subject}?
- Tell me something about yourself which is not mentioned in your CV or cover letter
- What are your learning and development goals?
- Describe yourself in three words
- Are you interviewing for other roles?
- Why are you leaving your current role (if applicable)?
- Why do you want this job?
- How did you hear about this role?
- What questions do you have for us?
- What do you hope to gain from this role, if you should be successful?

2. Questions for employers to be prepared to answer from candidates

General

- Can you share some recent success stories or accomplishments of previous graduate hires?
- How does your company support work/life balance for employees?
- How would you describe a typical day/week working in this role?
- What do you like about working here?
- Tell me more about the company culture and values?
- What opportunities for growth and development are there in this role?
- What key skills and qualities do you look for in this role?
- How does the company encourage teamwork and collaboration with employees?

Sustainability

- How does your company approach waste management and recycling?

- What steps are taken to ensure ethical supply chain and sourcing of products and services?
- What community engagement is the company doing and/or do you support a charity?
- Do you have a sustainability policy in place?
- Are there any employee engagement programmes such as a green group in place that helps to promote awareness within the team?
- How does your company integrate sustainability into its business strategy and operations?
- How focused are the wider team on environmental issues?
- Do you measure the company carbon footprint?
- Are you accredited or working towards and sustainability accreditations?

Equality, Diversity and Inclusion (EDI)

- Do you offer any training on EDI topics?
- What are your company values in relation to diversity and inclusion?
- What is the company doing to ensure employees from all backgrounds feel included?
- Do you have employee resource groups/staff networks?
- How can employees support EDI activities through their roles?