



Q101 Interview Questions

Audio CD ISBN 978-0-9757561-1-9

- Facing a job interview and overcome by worry about what you could be asked?
- Uncertain about how to craft your interview responses so you sound like you know something intelligent?
- Looking for a tool that will explain different types of questions, offer plenty of examples and give structures to use so you can prepare for your next interview?

Designed and recorded by Ann Villiers to complement *How to Write and Talk to Selection Criteria* (4th edn.), *101 Interview Questions* (audio CD) offers:

- 101 interview questions
- 5 question types with response structures
- a library of questions based on 30 job skills
- 7 interview tips
- 3 post-interview steps for maximum benefit.

How to use this audio CD

101 Interview Questions offers you a ‘virtual interviewer’ – literally asking 101 job interview questions. Select those skill areas asked for in the job you are applying for. Listen to the questions, hit pause, then practice your response. Keep revising until you can respond confidently. You could also record your responses to see how they sound, or ask a colleague to give you feedback. By practicing your responses you will become more comfortable talking about yourself, you will sound more coherent, and you will manage your nerves better, thus ensuring a better performance on the day.

Choose from these 30 skill topics

Adaptability and flexibility
 Accuracy
 Analysing
 Career management
 Change management
 Communicating
 Conflict management
 Cooperating and collaborating
 Creativity and innovation
 Customer service
 Decision making and judgement

Influencing and persuading
 Initiative
 Integrity
 Interpersonal skills
 Leadership
 Managing
 Negotiating
 Networking
 Organising and planning
 Persistence
 Presenting

Problem solving
 Project management
 Resilience
 Risk taking
 Self knowledge
 Strategic thinking
 Teamwork
 Time management and meeting deadlines

Please note: There is no 'one right way' to effective job interview performance. You need to use your judgement about relevance and appropriateness as to what ideas in this CD you apply in any job context.

Order your copy now

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<i>101 Interview Questions (audio CD)</i>		\$35.00 + \$2.50 p&h	
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