Sussex Graduate Programme suggested interview questions

Consider the fact that many graduates may have limited work experience. Focus interview questions around employability skills; for example, problem solving, teamwork, communication skills, the potential for growth, their enthusiasm, and commitment to the values of your organisation.

If your graduate staff member will be working on a specific project, the interview is a good opportunity for you to ask questions about how their approach or any they may have about it.

Suggested questions – to be adapted according to your department, and the person specification of the role:

**Motivations**
- Please tell us what you consider the core responsibilities of this job to be
- Why would you like this role?
- When researching the <department> for your interview, could you tell us one thing you found out about us, which you think is positive for our students or graduates?

**Skills and competencies**
- Organisation skills – what strategies and tools do you use to prioritise your work? Please give us an example
- Customer service – would you tell us about a difficult situation you have faced when dealing with a customer? What happened, how did you deal with it and what was the outcome?
- Team work – please give us an example of a recent team task you have undertaken and outline your contribution. What was the outcome?
- Numeracy – please give us an example of where you have used your numeracy skills to produce or contribute to a report
- Communication skills (written or verbal) – please give us an example of where you have used your communication skills. What was the outcome?

**Career aspirations**
- Why did you choose to study <subject>?
- How will this role support your career aspirations/plans?
- What skills do you hope to develop from this role?