

Handling difficult questions

Consider the situations below and see how you would handle them.

Difficult situations and questions	How to handle?
1. If the question was unexpected and difficult to answer, what should I do ?	
2. If I need time to think, what should I do?	
3. If there was a conflict between my view and the interviewer's, what should I say ?	
4. If I could not catch the question or understand the intended meaning of the question, what should I do?	
5. If I felt answering the question would put me or a third party (e.g. a previous employer/colleague) in an unfavourable light, what should I say?	
6. If I could not understand the accent or speech of an expatriate interviewer, what should I do?	
7. If there was an aggressive interviewer who interrupted my answer or showed that s/he was not convinced by my answer, what should I do?	
8. If I were asked how much starting pay I expected, what should I say?	
9. If my answer is very long how can I avoid losing the listener?	<i>Structure and section a long answer</i>
10. What should I do if I am very nervous?	<i>Smile, make eye contact, sit comfortably in your seat, do not speak in a monotone</i>
11. Should I prepare my answers?	<i>Yes, but do not rattle off a prepared answer; pause between important chunks of information</i>