



8. TASK-BASED INTERVIEW QUESTIONS

PRACTICAL TASKS. REAL SKILLS. PROVEN POTENTIAL.

Task-based questions assess how you apply your knowledge and skills in practical situations.

They give employers a clear picture of how you think, plan and deliver results. ❤️



IN THIS GUIDE

- ✓ What are task-based questions?
- ✓ Why employers use them
- ✓ How to approach tasks
- ✓ Example tasks and tips
- ✓ Top tips for success



WHAT ARE TASK-BASED QUESTIONS?

- ✓ Practical tasks that simulate real work.
- ✓ You may be asked to create, analyse, plan or solve something.
- ✓ They test your skills, knowledge, and problem-solving.



They show what you can do – not just what you say.

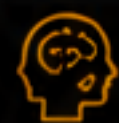


WHY EMPLOYERS USE THEM

- ✓ To see your practical skills in action.
- ✓ To assess how you approach and solve problems.
- ✓ To evaluate the quality, accuracy and creativity of your work.

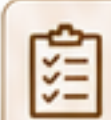


They help employers see real results you can deliver.



HOW TO APPROACH THE TASK

- ✓ Read and understand the task carefully.
- ✓ Ask questions if anything is unclear.
- ✓ Plan your approach before you start.
- ✓ Manage your time and stay focused.



Plan well. Stay focused. Show your best work.



TOP TIPS FOR SUCCESS

- ✓ Listen carefully to instructions.
- ✓ Manage your time effectively.
- ✓ Show your thinking, not just the final answer.
- ✓ Check your work before submitting.
- ✓ Be confident and professional.



Good preparation and focus lead to great results.



EXAMPLE TASKS AND WHAT EMPLOYERS ARE LOOKING FOR

TASK EXAMPLE	WHAT YOU MIGHT BE ASKED TO DO	WHAT EMPLOYERS ARE LOOKING FOR	TIPS FOR SUCCESS
 Data Analysis	Analyse data or information and give your recommendations.	Analytical skills, attention to detail, problem-solving.	Be clear in your analysis and explain your recommendations.
 Presentation	Create a short presentation on a given topic.	Communication skills, structure, clarity, confidence.	Keep it clear, visual and well-structured.
 Report Writing	Write a report or proposal based on a brief.	Written communication, logic, organisation, accuracy.	Use clear headings, and check for spelling and grammar.
 Problem Solving	Solve a work-related problem and explain your solution.	Critical thinking, creativity, decision-making.	Explain your thinking and the steps you took.
 Planning Task	Create a plan or timeline for a project or event.	Planning, prioritisation, organisation.	Be realistic, structured and show how you'll achieve the goals.
 Numerical Task	Complete calculations or work with numbers.	Numeracy skills, accuracy, attention to detail.	Check your calculations and show your working out.



COMMON MISTAKES TO AVOID



NOT READING INSTRUCTIONS

Always read carefully and follow what is being asked.



POOR TIME MANAGEMENT

Plan your time and don't spend too long on one part.



NOT SHOWING YOUR THINKING

Show your working and explain your approach.



NOT CHECKING YOUR WORK

Review your work for accuracy and completeness.



OVER-COMPLICATING ANSWERS

Keep it clear, relevant and to the point.



LACK OF CONFIDENCE

Believe in your skills and present your best work.



REMEMBER

Tasks are your chance to shine. Show your skills, your thinking and the value you can bring. You've got this! ❤️