

## TOP 10 INTERVIEW QUESTIONS

Here are our top 10 interview questions that you should be prepared to answer. If you are well prepared, and if the questions are slightly different, you will find that the preparation pays off in being able to answer other similar questions.

1. Tell me about yourself?
2. In what way have you added value to your organisation in your current position?
3. What value has this position added to you?
4. What would your referees say about you?
5. What are the three most important qualities for a (current position/desired position)? Do you possess those? Give me examples.
6. Tell me about your relationship with your manager.
7. What steps would you take to make your division (company) more efficient?
8. Tell me about your most significant achievement, personal or professional.
9. If you stayed with your current company what would your next move be and why does that not appeal?
10. What appeals to you about this job and this company and what are the drawbacks?

If you are prepared for these questions, then answering them should be easy. Also, don't forget to plan a few questions of your own! A few well thought out questions of your own will show you have prepared well for the interview situation and are serious about the role.



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## Interviewing Guide



  
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# INTERVIEWING GUIDE....

Interviews can often be a multi-tasking nightmare. During a typical interview, you must juggle:

- Listening to the interviewer and answering questions.
- Talking about yourself confidently yet modestly.
- Watching the interviewer for positive feedback.
- Asking intelligent questions of your own.
- Appearing pleasant and relaxed.

## BEFORE THE INTERVIEW

When preparing for your job interview, there are many things that you need to consider. Preparation is extremely important, what you do before the interview to prepare yourself is just as important as the interview itself. Just before the interview, have a little think about yourself. No one knows more about you than you do. Think about the answers to the following:

- Your goals and aspirations
- Your skills and expertise
- What makes you the best candidate for the job
- What you can do for the company
- What the interviewer is looking for

## RESEARCH

Research is essential when applying for any job. For this reason, it is important to spend some time researching before the interview. To start with, you will need to research your field, the company and the responsibilities of the position. It is also most important to know the company's line of business. Most of the research can be conducted online but other sources include annual reports; business magazines and newspapers. The more information you can consume prior to the interview the more you will impress the interviewer. It will also enable you to ask intelligent questions, and by being enthusiastic about the organisation you're interviewing with.

## MOCK INTERVIEW

Participating in a mock interview will give help you practice and provide you with the feedback necessary to help you interview better. Why not visit a recruitment company who will advise you on the best interview techniques, whilst also allowing you to participate in a real interview. Remember it is as important to impress the recruitment company as the client, as they are representing the client and are equally looking for the ideal fit. A mock interview will give you the opportunity to see how you handle yourself in an interview situation.

### Tips on what recruiters look for....

- Relevant work experience
- Ambition and motivation
- Education and qualification
- Good communication skills
- Creativity and intelligence
- Team work and leadership ability
- Initiative and personality
- The Job 'fit'
- Flexibility and adaptability
- Positive attitude
- Clarity of goals - focus

Every employer want s someone who is going to stay for a least a year so you need to show them that you are a low-risk hire and that you really want the job. Being pleasant, likeable and friendly to the employer will indicate that you are likely to fit in with the rest of the organistion. Providing a clear concise account of your experience, giving clear example will show the employer that you have the skills to do the job which ultimately will make them look good. In doing this, you will meet the employer's expectations.

These expectations include:

- Interview behaviour, i.e., social, communication, interpersonal skills
- Do you look and act like the right person for the role?
- Good verbal and communication skills
- Presentation skills, i.e., professional CV, cover letter, etc.
- Personal appearance

## FASHION DON'TS

Here are some fashion don'ts that all job seekers should avoid.

- For women, short skirts and "trendy" outfits. Avoid floral prints and brightly patterned blouses. A dark trousers suit tends to work well.
- For men, an ill-fitting suit sends the wrong message and can imply that you're not attentive to detail Men should also avoid eccentric or flashy ties, since they can look unprofessional or overly casual. Other items to steer clear of include casual shoes and turtleneck or polo shirts.

## THE INTERVIEW

Before arriving for the interview you will already have done a number of things designed to minimise the amount of work you will have to do during the interview. Make sure you give yourself time to reflect on what you have learned from your research. Make sure you arrive at the interview in plenty of time. Always dress smartly - this will demonstrate that you have made an effort and are taking the interview seriously.

## FIRST IMPRESSIONS

- Be well prepared--know who you are meeting and the interviewers' position in the company
- Do some research on the company - always check the website
- Be on time, if not early
- Dress appropriately smart / professional
- Be polite to support staff - receptionists etc.
- Make eye contact immediately when greeted
- Smile and be friendly
- Give a confident handshake
- Thank the interviewer for taking the time to meet with you

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