

# Interview Questions

success with interview questions

CVAC is a specialist independent CV and career advice site, we work only with accounting staff who are looking for specialists to assist them with their CV, job search or career advice.

In the following pages, you will find examples of typical interview questions and answers. Please use these as a guide and ensure that you adapt them to your unique situation and circumstance.

## **Interview questions and answers**

Most interviewers use behavioural interview questions that are designed to get to know you and how you work. They will also draw out your strengths and weaknesses, how you respond to certain situations, work with deadlines, handle pressure, and more. Your response should be to reply with confidence, demonstrating knowledge of the topic.

Typical interview questions and answers are given below. Prepare your answers to them before the interview, and write them down.

### **Please give us an example of a problem you faced at work and how you solved it?**

The interviewers want to know how you deal with situations. Your answer should highlight a proactive approach to the problem and should have three main elements: problem - cause - solution.

### **What do you enjoy a) most and b) least in your job?**

a) Give specific examples that highlight your skill set. b) Be brief and try not to be negative.

Your answer should demonstrate that you are a team player with a flexible and positive attitude. You should show that you are keen to learn and develop.

### **Tell us about an error you have made and what you learnt from it?**

Be careful! Demonstrate that you are able to learn from mistakes and as a result work better. Don't be negative; remember that there is a positive side to everything.

### **Tell us about yourself**

This is one of the most common questions. Keep your answer succinct and to the point. Try to make it work-specific –talking about where you are now in your career, what you have learned from your work experiences and what appeals to you about the role you are applying for.

### **What is your greatest strength?**

This is an opportunity to guide the interview to where you want it to go and relate your most impressive accomplishments. Don't be shy, talk with passion about yourself!

Highlight a strength that is relevant to the role you are applying for, and illustrate it with a brief example.



## **What is your greatest weakness?**

Don't panic! As long as you talk about a weakness that would not affect your suitability for the role, you will be OK. Make your answer an ultimately positive one by talking about a weakness that you have overcome – thereby demonstrating that you are self aware and willing to change your attitude or behaviour.

## **Why do you want to work for us?**

Based on your research, talk about specific aspects of the organisation that appeal to you. This could include its reputation, position in the market place, track record, etc.

## **Why did you leave your last job/why are you leaving your job?**

Be honest! If you were fired from your last job, explain the circumstances and then describe what you have done to address the reason for the dismissal. If the reason for leaving is redundancy, explain why the company is shedding staff (but be discreet if there are business-sensitive issues for the cutbacks). If you have other reasons for leaving, discuss these with the interviewers, for example, to gain experience in this field; the opportunity to take on more responsibility or increase your skill-set.

Don't criticise previous employers or work colleagues, and try not to talk about personal problems. If the reason is more complicated or sensitive, please talk to CVAC so that we can advise you appropriately and in confidence.

## **Where do you see yourself in five years' time?**

Don't let this question catch you off-guard. Base your answer on your research and your own career aims and ambitions. If you are ambitious and eager to grow and develop, outline a realistic path to where you see yourself in five years' time and stress your interest in developing with the company.

It's OK if you are not ambitious, career-oriented or seeking promotion. Not all organisations are looking for candidates seeking career development opportunities.

## **Do you have any questions?**

This is an ideal opportunity to demonstrate your research into the organisation. If you have prepared well, you will have at least one or two questions. Focus your questions on the company. You could also be more personal and ask what the interviewers like about working for the company.

Do not say that you don't have any questions; always have questions ready!



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