



Job-Specific Interview Template

Position: _____

Date: _____

Preliminary Statements:

- Thank you for your time.
- We have a list of questions we have prepared and will ask every applicant the same questions.
- We will go through each question, then give you the opportunity to ask a few questions.
- If you are ready to get started, let's begin.

Accounting/Finance

1) **What interests you about this industry and how have you learned about it?**

Learning about what interests the applicant in the industry will help the hiring manager to understand what they may prefer to work in or focus on. In addition, if the candidate is just starting out in the industry, this question may help the interviewer to understand how dedicated they are to joining the organization and the industry in general (i.e. how much work they might be willing to put in), and why they're willing and interested in doing so.

2) **Could you give me an example of a mistake you made and how you learned from this mistake?**

Applicants may be hesitant to tell you about a mistake, but everyone makes them. Look for what steps the applicant took to fix the mistake and how they prevented this from happening again.

3) **What is the best example of your analytical skills?**

This question will get the applicant talking about projects or tasks that showcase their analytical skills. Look for a good match to the position for which they are applying.

4) **Give me an example of a previous job that demanded a high level of efficiency. How did you handle the job requirements?**

This question will tell you about how productive and efficient the person is and whether they will thrive in a job that requires working at a fast pace.

5) **What is your level of capability (with a specific software)? What is the most elaborate work you have done in this area?**

Use novice, intermediate, or advanced as simple characterizations of skill level. Look for depth of skills and experience in that certain software and frequency of use. How often did they use the software and how deep is their skill level? A simple objective test could also assess their specific skills, so you may want to follow up to verify skill level (if job related).

6) **Could you tell me about an example when you had to switch gears and be flexible in your approach?**

Did they get frustrated or flustered or set in their ways or were they able to adapt to changes and try a new approach?

7) **Could you tell me about a time when your loyalty was tested? What was the outcome?**

Candid answers will reveal a dilemma the applicant faced and how they rectified the situation. The answer will reveal how they grappled with a question of loyalty.

8) **Could you give me an example of how you had to be self-directed at work? How much direction did you need to get the job done?**



Job-Specific Interview Template

Position: _____

Date: _____

Most jobs require applicants to follow directions, but direct themselves to getting work done. Look for examples of taking the initiative and organizing oneself in an independent way.

9) **Could you give me an example of a time when you had to work a minimum of direction or guidelines? How were you able to ensure that you were on target?**

Some people wait for directions, others manage up and get the information they need. Look for someone to set clear goals and objectives, assign roles and responsibilities, and take the initiative, demonstrating assertiveness and confidence, without being too bold.

10) **How have you ensured that you are attentive to details at work?**

Their answer will reveal how organized they are. Look for examples of tracking tools, quality checks, or other ways to ensure accuracy.

11) **Why is consistency important and what steps have you taken to apply a policy or process consistently?**

Consistency will result in fairness, yet 100% consistency is next to impossible to achieve. Look for a pertinent example that sounds like a reasonable resolution.

12) **Could you tell me about a way you have improved a system in your department at a previous job?**

Look for answers that indicate a logical and systematic work flow. Ideas are important, but they have to be useful and practical.

Points to Wrap Up:

- What questions do you have for me?
- Next steps...
- Don't make any promises about the job.
- Thank you for your time. We appreciate it.