

## **Job interview**

### **Job details**

#### **Accounts Clerk**

Vacancy from Jobcentre Plus

Job No: FAK/15120 SOC

Code: 4122

Wage: £14,000 PER ANNUM

Hours 40 hours per week, Mon-Fri, 08:30am-5pm

Location : Fakenham, Norfolk NR21

Duration : Permanent

Date posted: 15 November 2011

#### **Description**

Previous experience in sales, purchase and nominal ledgers is preferred. A good understanding of IT using a network system with specific knowledge of Microsoft excel and word. You will be responsible for credit control and a range of accounting tasks.

#### **Employer**

Chemanglia Ltd t/a Anglian Chemicals

### **Questions to ask candidates**

- 1 Tell me about yourself.
- 2 How would you describe yourself? (character/personality)
- 3 What are your strengths/weaknesses?
- 4 Are you married?Single? Do you have a partner?
- 5 What do you do in your free time?
- What are your hobbies? / Do you have any hobbies?
- 6 Why are you interested in working for our company?
- Why do you want to work for this company?
- 7 What type of position do you think you are suited for / would suit you?
- 8 How would you describe the position we have to offer?
- 9 What aspects of the position are you most / least interested in?
- 10 What would you like to find in this job that you didn't have in your previous job?
- 11 How do you think you could develop the position?
- What would be your strategy to develop the position?
- 12 What have you got to offer us?
- 13 Why do you want to leave your present job?
- Why do you want to change jobs?
- 14 What were you responsible for?
- What did your job involve?
- 15 What do you think you gained by working in your last job?
- 16 What do you think of your (last) boss?
- 17 What are your salary requirements?
- How much would you hope to earn in this position?
- How much do you think you should be offered for this position?
- What salary would you expect (to be offered) for this position?
- 18 Have you applied for other jobs?
- 19 Why have you had to look for a job for so long?
- Why have you been looking for a job for so long?
- Why did it take you so long to find a new job?
- 20 How do you feel about your future in the profession?
- 21 Have you had any failures? / What failures have you had?
- Have you had any negative experiences?
- 22 What sort of obstacles have you come across/encountered in your work?
- 23 If you had to recruit colleagues, what qualities would you look for?
- 24 Would you be willing to relocate/to move to another part of the country/to work abroad?
- Did you have to travel abroad in your last job?
- 25 Don't you think you have too much experience/you are over-qualified for this job?

- 26 How long do you think you would stay with us?  
If we offered you the job, how long would you expect to stay with us?
- 27 Which do you prefer : to work alone or in a team?  
Do you prefer working alone or with other people as part of a team?
- 28 Do you know how to manage a team?  
Are you capable of leading a team?  
Do you think you have the ability to be a team leader?
- 29 Why should I recruit you?  
How could you persuade me to recruit you?
- 30 Do you have any comments to make, or questions to ask?

### **Questions to ask employers**

1. What are the organization's/company's strengths and weaknesses compared to its competition?
2. How does upper management view the role and importance of this department and this position?
3. What is the organization's plan for the next five years, and how does this department fit in?
4. Could you explain your organizational structure?  
How many people work in this office/department?
5. What do you most enjoy about your work with this organization / company / agency?
6. How have various types of decisions been made?
7. What are the various ways employees communicate with one another to carry out their work?
8. How will my leadership responsibilities and performance be measured? By whom?  
How and by whom will my performance be reviewed? Are there specific criteria upon which I would be evaluated? And how frequently is formal and informal review given to new employees?
9. What are the day-to-day responsibilities of this job?  
How would you describe a typical week/day in this position?
10. Could you describe your company's management style and the type of employee who fits well with it?  
Can you tell me something more about your company culture?
11. What are some of the skills and abilities necessary for someone to succeed in this job?
12. What is the company's policy on providing seminars, workshops, and training so employees can keep up their skills or acquire new ones?
13. What particular computer equipment and software do you use?
14. What kind of work can I expect to be doing the first year?
15. What percentage of routine, detailed work will I encounter?
16. How much opportunity is there to see the end result of my efforts?
17. How much guidance or assistance is made available to individuals in developing career goals?
18. What are the prospects for growth and advancement?
19. I read on the company / organization / agency website that employees have recently done presentations at XX conference. Is that a typical opportunity in the job for which I am interviewing? Are there specific professional organizations employees have been encouraged to join?
20. How much opportunity will I have for decision-making in my first assignment?
21. Can you describe an ideal employee?
22. What is your organization's policy on transfers to other cities?  
Is relocation a possibility?
23. Is this a new position? If not, what did the previous employee go on to do?
24. What do you like about working here?
25. Would you like a list of references?
26. What is the next step of the selection process?
27. When can I expect to hear from you?
28. How would you describe the responsibilities of the position?
29. Are there any other questions I can answer for you?