



Blue Moon

3 Types of Interview Question

There are three basic types of interview question:

1. Traditional Questions
2. Behavioural Questions
3. Skill Level Questions

The corresponding answers are as follows:

Question		Answer
1. Traditional Questions	-	Sell your skill-sets
2. Behavioural Questions	-	Behavioural-based response
3. Skill Level Questions	-	Skill level indicator is required

Always listen carefully to the question you are being asked

TRADITIONAL QUESTIONS

What They Are:

Traditional Questions are considered to be the hardest questions to answer well at interview.

Traditional questions often seem quite general and unspecific.

Traditional questions often come under the heading of 'let's get to know each other'.

Traditional questions are questions that are intended to get you to 'give information' about yourself.

Traditional questions are deliberately vague so that, you are required to elaborate about yourself or the topic that you are being asked to discuss.

Traditional questions are usually open ended questions meaning that it is not possible to answer by saying the words yes or no.

Why:

From an Interviewer's Perspective:

Traditional questions can get you to reveal a lot of information that you weren't expecting to offer at your interview. This is because the traditional question is non-specific so, it can be hard to practice your answer in advance.

Traditional questions also give an interviewer the chance to see how you act, speak and communicate, under pressure, which is a solid indicator of how you will interact with their clients and their existing staff.

From Your Perspective:

If you can answer traditional questions easily and comfortably, it demonstrates that you are a strong communicator and shows an interviewer that you can think on your feet.

Knowing how to answer traditional questions allows you to:

- Sell your skill-set to an interviewer
- Demonstrate that you are a logical person
- Create the impression that you are a confident & capable person

How to Answer a Traditional Question:

There are three keys to answering ALL traditional questions and they are all dependent on you knowing what your skills sets are.

So draw up a basic list of your:

1. Job Specific Skills
2. Transferable Skills
3. Good Personality Traits

Key No. 1

Remember that every employer is looking for someone who can do the job.

So, remember to answer in a way that tells the interviewer that you have Job Specific Skills.

Key No. 2

Remember that every employer is looking for someone who can bring more to the job than just the job skills

So, remember to answer in a way that tells the interviewer that you have lots of Transferable Skills, which could add value to the role you would play within their organisation.

Key No. 3

Remember that every employer is looking for someone who will get on well with the rest of the team.

So, remember to answer in a way that tells the interviewer that you have good personality traits that would make you a nice person to work with.

In addition it is important to remember to find out what skill-sets the employer is looking for in the person they are hoping to hire and always remember to be specific (only give the necessary information) rather than global (give too much information).

Example of how to answer a traditional question:

Watch Get That Job! Parts one, two and three on the website or on YouTube for a full explanation and guide to answering the most commonly asked behavioural question "Tell Me about Yourself".

Examples of Traditional Interview Questions:

- Tell me about your first year at college?
- If you could be any food, what would you be?
- How do you like our interview process?
- How do you determine success?
- Where do you see yourself in 10 years time?
- Why have you applied for this job?
- Can you tell me something about yourself?

All traditional questions should be answered by:

- Making reference to the job specific skills that the employer is looking for.
- Adding in some information about your additional / transferable skills that would mean that hiring you would bring added value.
- Let them know that you are very logical or helpful or a great time-keeper or whatever.
- Personality trait you want to put forward.

BEHAVIOURAL QUESTIONS

People believe that if something has already happened in the past then it could happen again in the future. The same can be said of how people behave! So when answering a behavioural question always appear to be very positive about other

people, any problems that you've encountered in the past or even about old teachers or jobs that you hated!

Behavioural-based questions are designed to discover specific examples of the applicants past performance or how an applicant thinks about a specific situation.

The key to answering behavioural questions is that past performance will indicate your future success (or failure) so KEEP IT POSITIVE & show your accomplishments!

Examples of Behavioural Interview Question:

Behavioural Questions tend to be the open-ended questions that journalists ask:

Who - What - Why - Where - When - How - Describe - Give an Example.

- Give me an example of a successful project you worked on. Tell me what you did right, and what you would do differently in the future.
- What are your strengths and weaknesses?
- What career goals have you developed and how do you rate your progress to date?
- What drives and motivates you?
- How do you react when others miss deadlines or make mistakes that affect your accounting responsibilities?
- How would you deal with a personality or ideology clash with a peer or supervisor?
- What do you perceive as the biggest challenge to the accounting profession and how will you handle it?
- Describe an ethical dilemma you've faced and how you handled the problem?
- How do you get along with your colleagues?
- How would your co-workers describe you?
- Have you gone above and beyond the call of duty? If so, how?
- Tell me about how you worked effectively under pressure.
- Give me a specific example of how you contacted a new client and then maintained the relationship.
- Tell me about a conflict you have had recently with a co-worker and how you solved it.

SKILL LEVEL QUESTIONS

Skill level questions are designed to give the interviewer a clear indication of what your job specific skills are and if they are adequate to get you started in the position straight away.

The key to answering Skill Level Questions is to do your research in advance and know exactly what the company requires.

- Why do you want to work for this company?
- What do you know about this company?
- Why do you think this job is a good one for you?
- Why do you want to leave your current job?

If you are not completely sure what the requirements might be for a specific job either ask the company or go online and look up the title of the job plus the word 'specifications'.