

# HELP!

I have an interview – what do I do?



NEXIA FRIEDMAN



## Bear in mind the following:

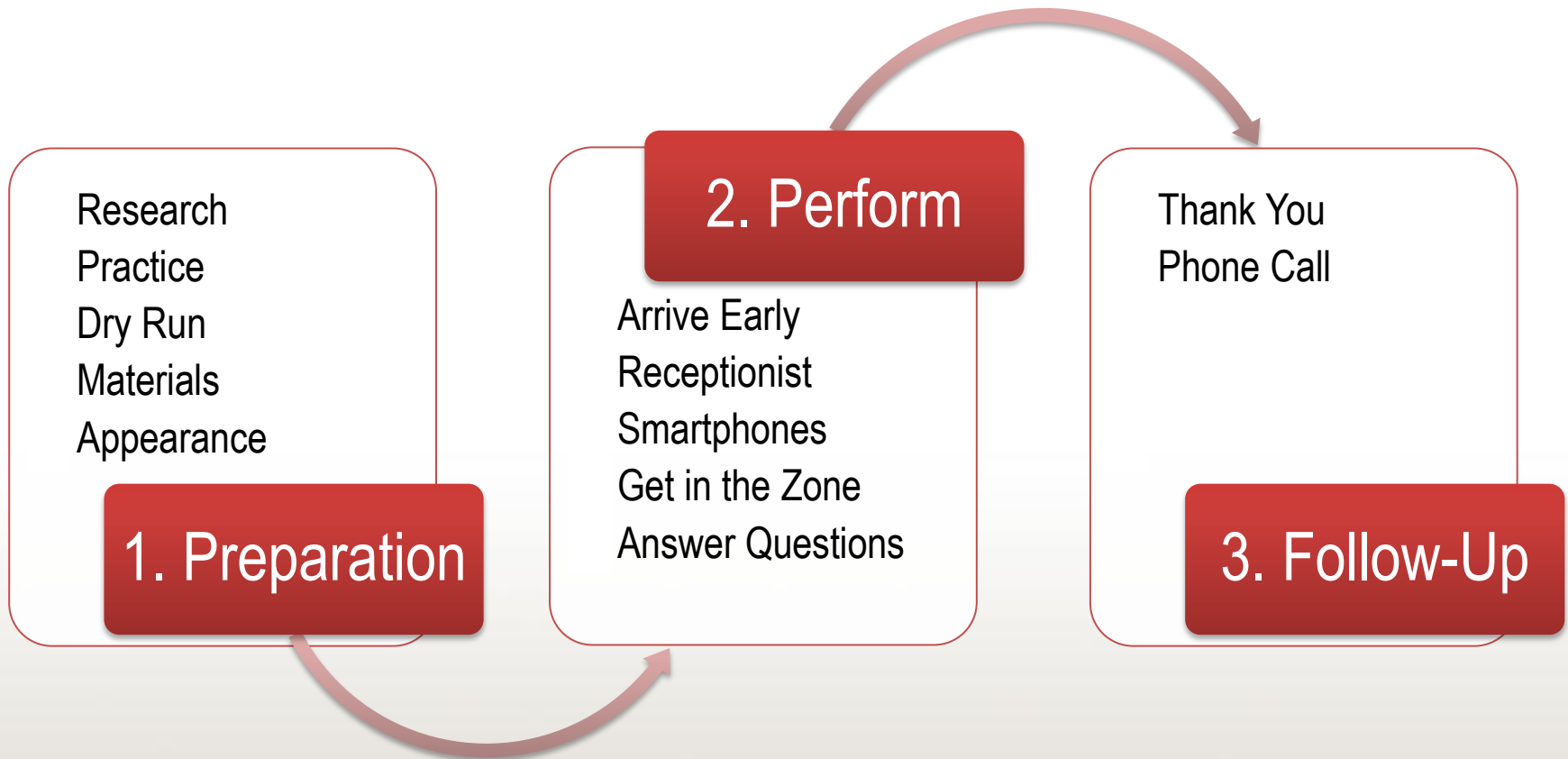
So many people out there have no idea what they want to do for a living, but they think that by going on job interviews they'll magically figure it out. If you're not sure, that message comes out loud and clear in the interview.

~ Todd Bermont

Your attitude, not your aptitude, will determine your altitude.

~ Zig Ziglar

# There are 3 Phases in the Interview Process



# PREP: Research

## Know Yourself

- Check them out on LinkedIn
- Google them
- Do you have any questions for them
- Do you have anything in common with them

## Know the Firm

- Why you like accounting
- Why you are pursuing your designation
- If you have an entrepreneurial spirit
- If working for a Fortune 500 company is in line with your career goals
- In which environments you work your best

## Know the Interviewers

- Their website
- LinkedIn/ Facebook company page
- Why do you want to work for them
- What do they stand for
- What more do you wish to know about them

# Practice Answering the Following Questions

1. Speak about yourself for 15 minutes (a story about your education to your most recent work experience)
2. Why do you think you will be successful at this job? Why do you like the accounting profession?
3. Strengths and at least 1 weakness (remember to tell the interviewer how you are currently working and turning the weakness into a strength)
4. How you handled working with someone you did not like and or handling a difficult client
5. How you measure success
6. What motivates you to succeed
7. Explain the decisions you made that has led to this interview
8. Why we should hire you (what makes you unique – beyond your education or work experience)

# Preparation (cont'd)

## Do a Dry Run

Get to the interview location before the interview date to ensure you know how to get there and that there will be nothing to increase your travel time

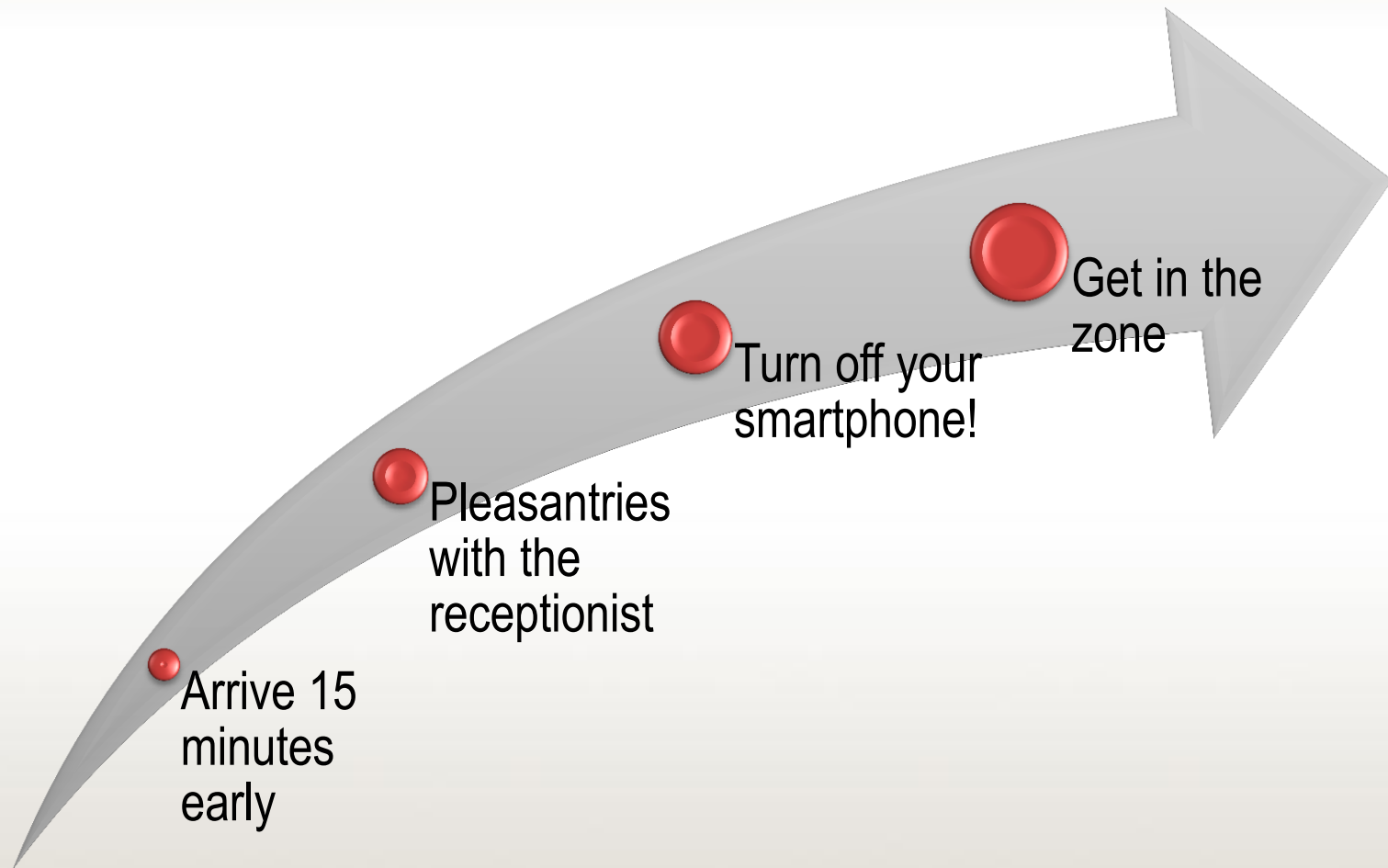
## Gather Your Materials

Bring an extra copy of your CACEE form and a pad and pencil to take notes during the interview

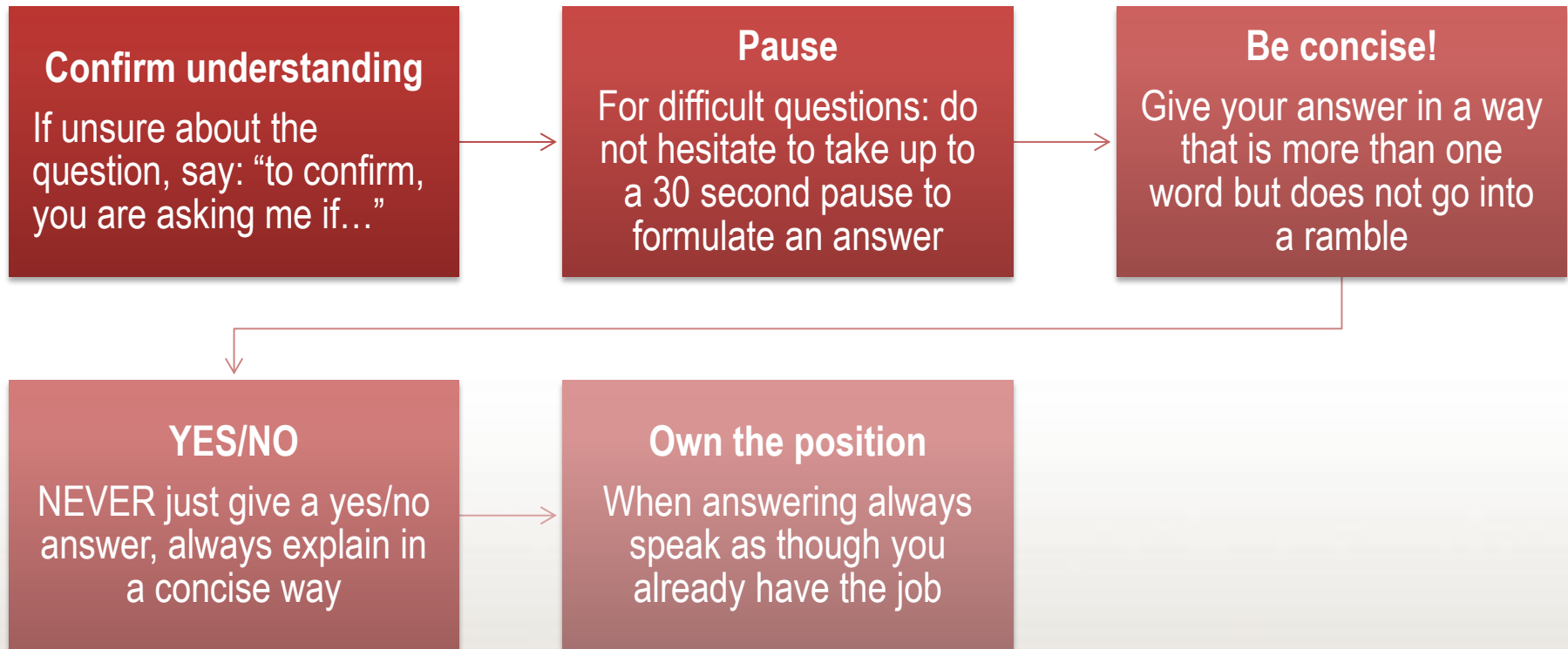
## Dress for Success

Wear clean, pressed BUSINESS suits, BUSINESS casual is also acceptable

# The Interview is About to Start...



# Answering Questions...





# Don't Worry if They Ask You...



# Hard/ Technical Questions

Be honest and positive! Tell them if you do not know the answer, then tell them what you would do in that particular situation.

## Wild-Card Questions

Usually, there are no wrong answers to these questions. They are asked to see how well you think on your feet. Always pause and really think of the question being asked of you and then answer after a few seconds of reflection. (An example of these types of questions would be to name your favorite color and explain why)

## Illegal Questions

Try and understand what they really want to know and address that concern. Their concern regarding whether or not you have children is about whether or not you can be counted upon to get the job done.

You should answer by saying things like, your personal life will not interfere with your ability to get your job done.

## Bear in mind the following:

The types of questions asked and the way you are treated throughout the interview and recruitment process tells you a lot about the company's values and the way they treat people.

Ask yourself the following question: Is this the type of company you want to work for?

## OMG, It's a Group Interview...

Initially, address the person asking the question and then make eye contact with all the interviewers throughout the rest of the question.

You Must Always Ask  
Questions When It Is Your  
Turn!

# Asking Questions

Asking questions is the only way you can get to know the company, what its like to work there and if the company and the work is the right match for you!



# How Do I Ask Questions?

Act  
Like  
an  
Investigator

Get  
to  
Know  
the  
Interviewer

Quality  
of  
the  
Questions  
Matter



# What Questions Can I Ask?

## Questions for HR

What would my first day, week, month, summer look like here?

What do you like most about working here?

## Questions for Accountants

How would you describe the responsibilities of the position?

What are the specific expectations for me in this role?

## Questions for Both

Are there any other questions I can answer for you?

Do you have any reservations about my fit for this position? If so, I would like to address them with you now.

## When Asking Questions: DO NOT

1. Ask questions about salary & benefits
2. Reveal your personal weaknesses through your questions
3. Show you were not listening earlier
4. Reveal personal issues
5. NOT ASK QUESTIONS

## Close the Sale...

Clarify any  
outstanding  
concerns

Reiterate your  
interest in the  
position

**ALWAYS**, leave  
with a smile, eye  
contact and a firm  
hand shake

# The Interview is Done. Now What?

# Follow-Up!

## Follow-Up

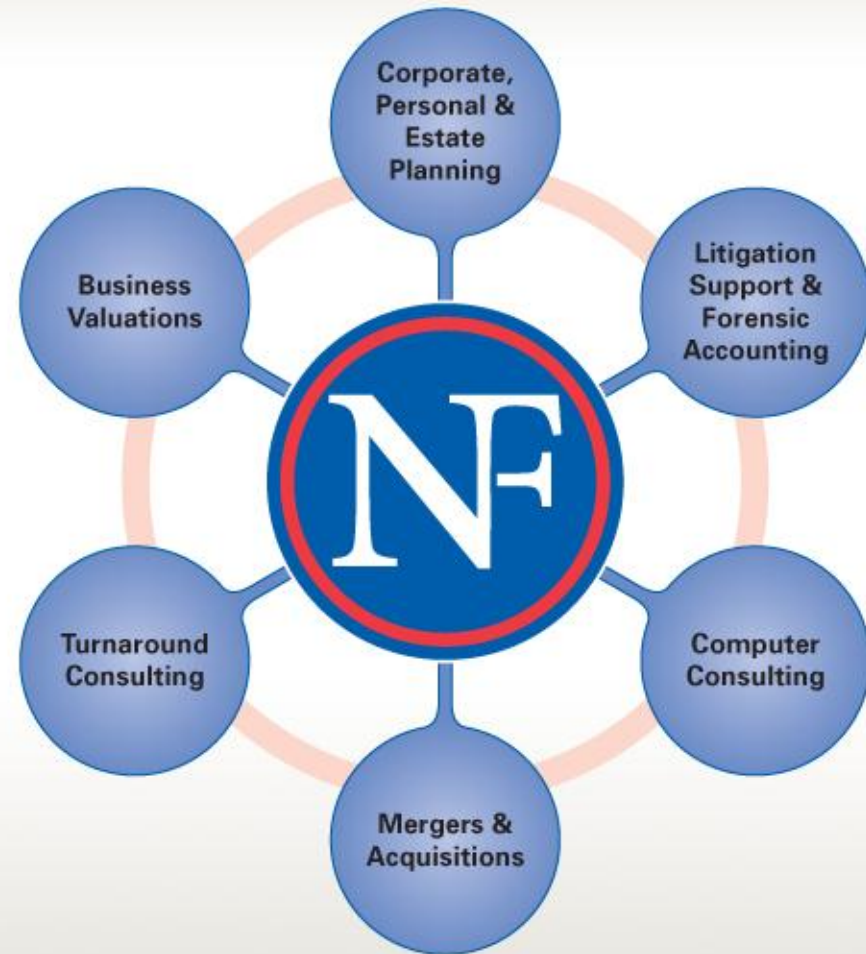
Send 1 thank you email to each interviewer you met within 24 hours after the interview. Do not send a group email. Reference specific things said during the interview (this is where your notes will come in handy). Send the thank you email even if you felt the interview was not successful.

Remember:  
**BE YOURSELF!!!**



# NEXIA FRIEDMAN LLP

BUSINESS &  
ADVISORS  
CHARTERED  
ACCOUNTANTS



**NEXIA  
FRIEDMAN**  
LLP

BUSINESS &  
ADVISORS  
CHARTERED  
ACCOUNTANTS

Medium sized firm in Montreal  
with over 80 employees

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**Local roots, global reach**

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International Presence:



Affiliated with offices  
in over 100 countries