

Sample Interview Questions

Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused?

Describe a specific problem you solved for your employer or professor. How did you approach the problem? What was the outcome?

What is the most significant contribution you made to the company during a past job?

Tell me about a difficult situation when it was desirable for you to keep a positive attitude. What did you do?

Give an example of when you had to work with someone who was difficult to get along with. Why was this person difficult? How did you handle that person?

Tell of the most difficult customer service experience that you have ever had to handle - perhaps an angry or irate customer. Be specific and tell what you did and what was the outcome.

What kind of supervisor do you work best for? Provide examples.

How do you determine priorities in scheduling your time? Give examples.

Recall a time from your work experience when your manager or supervisor was unavailable and a problem arose. What was the nature of the problem? How did you handle that situation?

Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

Why did you decide to seek a position at LCSC?

What quality or attribute do you feel will most contribute to your career success?

What do you expect to be doing in five years?

How would you describe yourself?

How do you work as a member of a team?

How would your supervisor describe you?

What did you like most about your last job?

What was the worst day you ever had at work?

Since the payroll cycle is every two weeks, do you think you will get bored having lots of repetition in this position?

Please describe your education and experience in the accounting field to include preparation of journal entries and correcting entries.

Please describe the necessity and your experience of reconciling both simple and complex accounting transactions.

Please describe the necessity and your experience of completing transactions in an accurate and timely manner.

How would you rate yourself in expertise in using Excel? Please give us an example of a complex spreadsheet you developed and used.

How do you determine priorities in scheduling your time and how do you track your progress so that you can meet deadlines? How do you stay focused?