



Count on us for service and results

LONDON DIVISION

Email: london@financialdivisions.co.uk

CROYDON OFFICE

Email: croydon@financialdivisions.co.uk

CRAWLEY OFFICE

Email: crawley@financialdivisions.co.uk

www.financialdivisions.co.uk

Interview Questions

It is normal to feel nervous when you have an interview because you want to do your best. If you prepare and practice you can get the better of your nerves and this can give you the best chance of getting the job. Read our guides to see how you can improve your performance. Here are some questions that you could be asked and remember that your consultant will prepare you for your interview; make sure you consult them before you go.

Company

- What are the company's plans for the future?

Department

- What exactly does the department do in terms of the overall company?
- What is/are the personality/personalities of those I would be working for/with?
- How closely does this department work with other areas of the company?

Training and Appraisal

- What sort of training is offered to staff within the department?
- What training facilities are available within the department/company?
- What encouragement is given to further study?
- What are the details of study leave that is offered?
- How often do you hold meetings to assess the skills/abilities/progress of staff?

The Job

- How would you describe a typical day for the person doing this job?
- Who is doing the job at the moment?
- What sort of handover will there be with the person who is currently doing this job?
- What competencies are you looking for the new person to have?
- Will there be the opportunity to become involved and to work on my own initiative?
- If I am keen to develop the role, what would you like to be done?

Prospects

- What structures are in place for career development?
- If I begin as a junior now, where could I hope to be within the company in 5/10 years?
- How do you encourage staff to progress within the company?
- What are the long-term development opportunities for this role?
- What is the process for advertising jobs internally?

The Company

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