QUESTIONS YOU SHOULD ASK DURING YOUR INTERVIEW

Employers expect interested candidates to ask questions. Be sure to have at least 5 questions prepared before your interview. In case you get nervous and your mind goes blank, write your questions in your folder or padfolio so you don’t forget them. The following is a compilation of questions you might consider asking a potential employer.

1. What are you looking for in the person you will hire for the position?
2. Would you describe a typical work day and the things I’d be doing?
3. How will I be trained or introduced to the job?
4. How is this job important to the company – how does it contribute?
5. What are the department’s goals for the year?
6. How many people work in your department? In the company?
7. Who are the people I’d be working with and what do they do?
8. How would I get feedback on my performance?
9. If hired, would I report directly to you, or to someone else?
10. Does your company encourage further education?
11. How often are performance reviews given?
12. Are salary adjustments geared to the cost of living or job performance?
13. What are your growth projections for next year?
14. Do you offer flextime?
15. Is this a new position or am I replacing someone?
16. What is the largest single problem facing your staff (department) now?
17. What do you like best about your job / company?
18. What qualities are you looking for in the candidate who fills this position?
19. What skills are especially important for someone in this position?
20. Is there a lot of team / project work?
21. Where does this position fit into the organizational structure?
22. How much travel, if any, is involved in this position?
23. What is the average age of top management?
24. What is the next course of action? When should I expect to hear from you or should I contact you?
25. NEVER ASK QUESTIONS ABOUT SALARY OR BENEFITS. This is a topic you should allow the employer to initiate.