

## Sample Questions to Ask Your Interviewer

You are interviewing for a job and the interview has just finished asking you questions. She now gives you the opportunity to ask questions of your own. If you answer, “No, I think you have covered everything”, you could be making a big mistake. Many interviewers judge your interest, curiosity, and personality-style based on the questions you ask. Asking questions gives you the opportunity to:

- ⇒ Demonstrate your interest in the job.
- ⇒ Learn more about the company, as well as its products, services, and history.
- ⇒ Learn further details about the job, the work environment, and which attributes the interview believes are most important to thrive in the position.
- ⇒ Learn about the characteristics of your potential supervisor and co-workers in the department.
- ⇒ Get to know your interviewer on a more personal level – it may even increase your chances of getting a second interview.

**Money / benefits:** We recommend that candidates avoid asking questions about money, benefits, and time off in the first interview. The objective of your questions is to learn about the job and to express your desire to perform well in the role. Remember: until you have the offer in hand, it is not about what the company can do for you, it is about what you can do for the company.

### Company Questions- Recommended Questions

- ⇒ What kind of growth has the company experienced over the last 1-2 years?
- ⇒ Which product / service areas are you most excited about?
- ⇒ Which product / service line(s) is the company most focused on moving forward?
- ⇒ What are some of the key competitive threats the company is seeing?
- ⇒ Every organization has a unique culture. How would you describe your company's culture?

### Job Content Questions- Recommended Questions

- ⇒ While I understand no job is typical, as best you could, how would you break down a typical day in this position?
- ⇒ What do you believe are the key priorities for this position?
- ⇒ What would you expect this person to accomplish in the first 60 / 90 days?
- ⇒ Could you outline the reporting structure for this job?

### Questions To Determine What The Employer Is Looking For- Recommended Questions

- ⇒ What characteristics have been appreciated the most about the people who have done this job well in the past?
- ⇒ What have top performers in this job experienced in added responsibilities and growth opportunities? (It is wise to avoid asking, “When could I be promoted?” It can be interpreted as too pushy).
- ⇒ How will success be defined for the person in this role?
- ⇒ What happened to the last two people in this job?

- ⇒ What are trouble spots that others had that you would like to avoid or improve upon with the next person hired?

### **Questions To Show an Interest In The Interviewer- Recommended Questions**

- ⇒ Would you mind talking about your own career progression and what brought you to the company?
- ⇒ What have you liked the most about working here?
- ⇒ What, if anything, has surprised you about working here?
- ⇒ What kind of changes have you seen since you have been here?

### **Questions About The Boss And Others- Recommended Questions**

- ⇒ Could you describe the boss / supervisor's management style?
- ⇒ Could you describe the personalities and work styles of some of the people this position would be working with?
- ⇒ Are there any difficulties I should be aware of?
- ⇒ What personality and work styles have worked best with the boss and department staff?

### **Questions about the Hiring Process- Recommended Questions**

- ⇒ How far along is the company in the hiring process for this position?
- ⇒ Is anyone being seriously considered?
- ⇒ When do you hope to make a decision or bring applicants back for a second interview?

### **In Closing**

Clearly express a desire for the position and recap what you can contribute to the Company