

Questions to Ask during an interview

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Agenda

- Why ask questions?
- Questions not to ask
- Questions for HR
- Questions for the Hiring Manager
- Questions for a coworker
- Questions to ask near the end of the interview

Why ask questions?

- -Shows interest in the position
- - Shows your knowledge of the company, industry, etc.
- - Gives you an active role in the interview
- - Learn about the position & company
- - Always have 2-3 questions prepared for each interviewer
- In some cases, same questions may be asked (to check for uniformity of response)

Questions not to ask

- Salary
- Benefit package
- Questions that have already been answered (indicates you were not paying attention)
- Questions the interviewer is not apt to know the answer to
- Questions where the answer is obvious or readily available (from their website or literature)

Questions for HR

- What is the general culture of the company?
- How will I be evaluated and by whom?
- Can you tell me why this position is open? OR Is this a new position?
- How big is the team that I would be working with? Reporting structure?
- Does your company encourage further education? Training opportunities?
- What is a typical career path for someone in this position?
- What is the orientation for new employees?
- What are the long range plans for the company?
- Does your organization have a process for sharing creative ideas?

Questions for the Hiring Manager

- What is your management style?
- What are the major responsibilities of this position? May I have a copy of the job description?
- Generally, what percentage of my time would be spent on each of my responsibilities?
- What are the most important skills and attributes you are looking for in filling this position?
- Can you tell me about the history of this position and the changes anticipated?
- What are the major challenges you are facing as a manager?
- What are the greatest challenges facing the person in this position?
- What is your vision for your department over the next 2-3 years?
- Can I meet with any of the other people that I will be working with, before accepting the position?

Questions for a coworker

- Why did you choose this company?
- What do you like best about working at _____?
- What would you change about this company, if you could?
- What is a typical day/week like?
- What is your manager's style?

Questions to ask near the end of the interview

- Do you see any flags that would prevent me from being the perfect candidate for this position? OR Before I leave, is there anything else you need to know concerning my ability to do this job?? AND/OR What do you see as my strengths/weakness for this position? OR How do my skills compare with those of the other candidates you have interviewed?
- What is your timeline and/or process for filling this position? OR When will you be making a decision on the successful candidate?
- May I contact you in X amount of time to follow up or if I have additional questions? What is your preferred method of communication?