

FREQUENT INTERVIEWEE QUESTIONS

Candidates should also ask questions during the interview. These questions should be thought out before the interview so you will be ready to ask them at the appropriate time. Asking relevant questions is one way to demonstrate interest and knowledge and, most importantly, gain information about the position for which you are interviewing. Listed below are possible questions that you may want to ask during the interview.

I. APPROPRIATE QUESTIONS FOR THE FIRST INTERVIEW.

1. What kinds of assignments/ projects might I expect the first six months on the job?
2. May I have a copy of the job description?
3. Could you describe the duties of the job?
4. Who would be my key associates? May I speak with some of them?
5. What do 'they' [current employees] like best about their jobs/positions?
6. To whom will I report?
7. Does your company encourage further education?
8. What are the main responsibilities of the position?
9. What objectives do you have in mind that you would hope the person who is hired can meet or surpass?
10. How much travel is involved in the job? How often?
11. Will there be relocation immediately or after a few years?
12. Could you describe the work setting--offices, machinery, resources, etc.?
13. Describe a typical day in the office.
14. What characteristics does a successful employee of your company possess?
15. How does the staff at "X" deal with overcoming challenges?
16. What are the goals of this department? Where do you see the department moving in the next 5-10 year?
17. What products (or services) are in the development stage now?
18. Could you tell me about your training programs for new employees?
19. Do you have a performance-review system? How is it structured? How frequently will I be evaluated?
20. What is the next step in the interview process?
21. Do you have plans for expansion?
22. Is this a new position or will I be replacing someone?
23. What is the largest single problem facing your staff (department) now?
24. What do you like best about your job/company?
25. Do you fill positions from the outside or promote from within first?
26. What qualities are you looking for in the candidate who fills this position?
27. What skills are especially important for someone in this position?
28. What characteristics do the achievers in this company seem to share?
29. Is there a lot of team/project work?
30. What is the next course of action? When should I expect to hear from you or should I contact you?

II. APPROPRIATE QUESTIONS FOR THE SECOND OR THIRD INTERVIEW.

1. What is the salary range for employees in this position?

2. Are single and/or family medical benefits provided? Dental insurance?
3. What is your vacation policy?
4. Are salary adjustments geared to the cost of living or job performance?
5. In what ways is a career with your company better than one with your competitors?
6. May I talk with the last person who held this position?
7. Has there been much turnover in this job area?
8. How much travel, if any, is involved in this position?
9. Who will my direct supervisor be (as well as anyone else I may have to report to regularly)? What is the style of supervision and leadership of that person?
10. Please describe the advancement opportunities that I might have.
 - a) What is the typical time frame for these advancements?
11. How will my performance be evaluated? By whom?
12. Will I have the opportunity to attend professional conferences?
13. What would be the extent of my authority in carrying out the job responsibilities?
14. How would I best learn the practices, policies, and expectations that will enable me to function successfully?
15. Am I being seriously considered for this position?
16. What are the main problem areas that need attention in the position?
17. Who sets the priorities for this position?

III. APPROPRIATE QUESTIONS WHEN INFORMATION HAS NOT BEEN DISCOVERED THROUGH RESEARCH PRIOR TO THE INTERVIEW.

1. Please describe the different types of products the company makes or services provided.
2. What is the organization's growth rate?
 - a) ...net worth?
 - b) ...profit margin?
 - c) ...market share?
3. How many people are employed by the company?
4. How has the company changed in the past 10 or 20 years?
5. What growth areas are expected?
6. Does the department/organization have a "mission statement"?
7. How is the company structured in terms of divisions, departments, etc.?
 - a) Where does this position fit into the company structure?
 - b) What is the department's relationship with other departments?
8. Where are the different departments/plants/offices located and which operations/manufacturing take place at each?
9. Who would you consider to be your major competitors?
 - a) How does your company compare to these?
10. What endeavors are you most excited about in the future?