

POSSIBLE QUESTIONS TO ASK DURING THE INTERVIEW

Always prepare questions to ask during the interview. Having no questions prepared sends the message that you either have no independent thought process or are not prepared.

Some of your questions may be answered during the course of the interview, before you are offered the opportunity to ask them. If so, you can simply state something to the effect that you were interested in knowing about . . . , but that it was addressed during the interview.

Do not ask questions that are clearly answered on the employer's web site or any literature provided by the employer to you in advance. This would simply reveal that you did not prepare for the interview, and you are wasting the employer's time by asking these questions.

NEVER ask about salary, vacations and benefits until those or similar subjects are raised by the employer.

- ◆ If hired, would I be filling a newly created job, or replacing someone?
- ◆ Why did my predecessor leave this position?
- ◆ Would you describe a typical workday and the things I'd be doing?
- ◆ What duties are most important for this job? Least important?
- ◆ How would I be trained or introduced to the job?
- ◆ How is the job important to the company—how does it contribute?
- ◆ What are the department's goals for the year?
- ◆ Who are the other people I'd be working with and what do they do?
- ◆ Can someone in this job be promoted? If so, to what position?
- ◆ How will I get feedback on my job performance?
- ◆ If hired, would I report directly to you, or to someone else?
- ◆ Has the company had a layoff in the last three years? How long was the layoff? Was everyone recalled?
- ◆ Does another corporation own this company?
- ◆ What major markets does this company compete in?
- ◆ Are sales up or down over last year?
- ◆ If you were to offer me this job, where could I expect to be in five years from today?
- ◆ Do you think I'll find this job to be challenging?
- ◆ Could you give me a tour? I'd enjoy seeing where your people work.
- ◆ What could I say or do to convince you to offer me the job?
- ◆ What are the responsibilities of this position, and which are the most important?
- ◆ What are the limits of my responsibility and authority?
- ◆ What problems and opportunities are associated with this position?
- ◆ In your opinion, what specific aspects of my background make me right or wrong for this position?
- ◆ What support is available to help me fulfill my obligations here?
- ◆ Are there any projects in motion for which I will inherit responsibility? What is their history and status?
- ◆ What training or educational opportunities are provided by the corporation to better my skills and knowledge for the position?
- ◆ What advancement can a person expect in this company and in the industry at large after doing this job well?