



Possible Questions to Ask the Interviewer:

At the end of most conversations, the interviewer asks candidates if they have any questions. The worst thing you can say as a candidate is that you don't have any questions, because the interviewer interprets this as "I am not interested in this position"!

It is important to demonstrate both your interest in the job and interest in the company. This is best done by asking two or three open-ended questions of the interviewer. Ask questions about the job and the company.

Stay away from asking the interviewer how they like working for the company or why they like their job. This is a question too many interviewers have heard and if their position is human resources and you are interviewing for a job in a different department, they may not have relevant information to contribute.

Ask open-ended questions that require a deeper answer from the interviewer, avoiding questions that require a yes or no answer. Also, be careful of answering your own question by giving the interviewer answer options. For example, if you ask: Tell me about the company culture – is it this or is it that? By offering the interviewer options for the answer, you are limiting the type of information you might receive.

It is best to have a written list of 10 or 12 questions tucked into your padfolio. Many interviewers will answer the most common questions at the beginning of the meeting to provide an overview of the company and the job. When this scenario happens, use the list you have created to ask other questions that will lead to new or different information.

Practice asking open-ended questions that will elicit the type of information that will help you make a good decision about this opportunity. Below are some possible questions you could ask the Recruiter:

- 1) How has COVID-19 affected y'all? What resources are available to employees? Any changes or implementation in your office due to COVID-19?
- 2) What advice do you have for someone in this role or potentially joining your company?
- 3) What's expected of someone in this role?
- 4) What is the mission statement/motto for your company and how do y'all instill it to your employees or customers on a day to day basis?
- 5) What department/team setting does this open position fall under?
- 6) What types of training will I receive once I am hired?
- 7) What type of mentoring program does this company have for new employees (or new professionals)?
- 8) Can you explain advancement or growth within your company or this specific position?
- 9) What are the opportunities for professional development?
- 10) What question would you ask if you were in my shoes or interviewing for this position?
- 11) Any questions that you may have about my resume or interview that I can clarify for you?
- 12) What are the next steps in this process?
- 13) Can I have your contact information, incase I have any further questions?