



## Do you have any questions? Examples of questions you should have ready to ask the interviewer

The interview is a golden opportunity to learn a great deal about the company, the boss, and the job you're trying to get. Don't blow it by being too shy to ask questions. Asking for information will make you feel more in control, will impress your interviewers, and will help you make one of the most important decisions of your life. In preparing for the interview, develop a set of questions - at least five or six - to ask the interviewer. You might consider:

### Questions to ask your prospective supervisors:

- 1- What would be my primary responsibilities?
- 2- What would I be expected to accomplish in the first six months on the job? In the first year?
- 3- What are some of the department's ongoing and anticipated special projects?
- 4- How much contact does the department and staff have with management?

### Questions to ask prospective co-workers:

1. What do you like best/least about working for this department/company?
2. Can you describe a typical workday in the department?
3. Do you feel free to express your ideas and concerns?
4. What are the possibilities for professional growth and promotion?
5. How much interaction do you have with superiors, colleagues, and customers?
6. Do you have the opportunity to work independently?
7. How long have you been with the company? Does your future here seem secure?
8. What is the department's environment/culture like?

### **Questions to ask the HR manager:**

1. Are employees encouraged and given the opportunity to express their ideas and concerns?
2. What do employees seem to like best and least about the company?
3. What is the rate of employee turnover?
4. How large is the department where the opening exists?
5. Why is the position open?
6. Does the job require much travel?
7. What are the chances of being relocated after starting the job?
8. What type of orientation or training do new employees receive?
9. How often are performance reviews given?
10. Who determines raises and promotions, and how?
11. What are the long-range possibilities for employees in similar positions who consistently perform above expectations?
12. What employee benefits does the company offer?
13. When will you make the hiring decision? May I call you? When is a good time?

### **What do you want to know about the job?**

1. Can you give me a written description of the position, the major activities it involves, and the results expected?
2. Does this job usually lead to other positions at the company? Which ones?
3. Do people from this function and department usually get promoted to higher positions at the company?

### **Can you really work for this boss?**

1. Can you tell me some of the particular skills or attributes that you want in the candidate for this position?
2. Can you tell me a little about the people with whom I'll be working most closely?
3. What do you like best about this company? Why?
4. What sort of performance appraisal system do you have at this company? How often do you review an employee's progress and set goals?

### **Will you be happy working for this company?**

1. What do you like about this organization that you didn't find at other companies you've worked for?

### **Questions which demonstrate your interest:**

2. What new products is the company considering introducing over the next year or two?
3. Is the company considering entering any new markets during the next few years? Which ones?

4. You say you are anticipating a growth rate of X% over the next few years. Will this be achieved internally or through acquisitions?