

# QUESTIONS TO ASK THE INTERVIEWER

## **COMPANY**

- ✓ What are the different opportunities for growth in the company?
- ✓ What are the skills and attributes most desired by this company?
- ✓ Who are the company's major competitors? (Hint: you should already know this from your research, but it won't hurt to ask and discuss this point). How does this company compare to those companies?
- ✓ What has the growth in this particular department and/or company been in the last five years?
- ✓ Describe the management style of the company and/or department.
- ✓ Describe the corporate culture of the company.
- ✓ What are the company's goals in the next five years? What role will this department play in meeting those goals?
- ✓ What career pathways exist in this company for an individual with my background?

## **JOB**

- ✓ Why is the job open? Is it a new or vacated position?
- ✓ Who was last in this position? Where did he/she go?
- ✓ How many people have held this position in the last five years?
- ✓ What kinds of things do people move onto after holding this position?
- ✓ To whom will I report? (If it's not the interviewer, ask whether or not you will have the chance to meet him/her).
- ✓ What type of training is available?
- ✓ What are the chances for growth in this position?
- ✓ Is there a written job description that I can review?
- ✓ What is a typical day in this position like?
- ✓ How regularly are performance evaluations performed? What form of evaluations do supervisors use?
- ✓ Will I be able to select the projects I participate in?
- ✓ Will I be contributing to decisions that affect my work?
- ✓ How many people share the same equipment?
- ✓ How many people share the same support staff?
- ✓ What is the basis for promotions?
- ✓ What technologies will I be exposed to (be specific about your field)?
- ✓ How much travel and/or relocation may this job entail?
- ✓ Will I be working directly with senior personnel who will be in a position to guide and/or help me?
- ✓ What other training opportunities exist to help me enhance my technical and professional skills?
- ✓ What is the single largest obstacle facing the staff now?
- ✓ Tell me about my potential co-workers.

## **INTERVIEWER**

- ✓ Why did you (the interviewer) join this company?
- ✓ How long have you been with the company?
- ✓ What is it about this company that keeps you (the interviewer) here?

## **CLOSING**

- ✓ Is there anything else I can tell you about my qualifications?
- ✓ When do you expect to make a decision about the next step in the hiring process?

