WHAT TO ASK DURING AN INTERVIEW

It is now your turn! As the interview draws to a close you will be asked, “What questions do you have for us?” Have interview questions of your own ready to ask, but make sure they are related to the position. You are also interviewing the employer to assess whether this company and the position are a good fit for you.

Here are some examples:

- How would you describe a typical week in this position?
- What is the director’s management style?
- Who does this position report to?
- How many people work in this office/department?
- What do you like about working here?
- What would you change to make the work place better?
- If I were extended a job offer, how soon would you like me to start?
- What are the next steps? What kind of follow-up can I expect?
- As a manager, what frustrates you about the people who work for you?
- Can you give me an example of how you work collaboratively with other departments?
- What would be the three things that your peers would say you do extremely well?
- How do you recognize employee achievement?
- What have been the main characteristics of a successful employee?
- What products (or services) are in the development stage now?
- What is the largest single problem facing your staff (department) now?
- What qualities are you looking for in the candidate who fills this position?
- What skills are especially important for someone in this position?
- What characteristics do the achievers in this company seem to share?
- Is there a lot of team/project work?
- Will I have the opportunity to work on special projects?
- Where does this position fit into the organizational structure?
- What is the next course of action? When should I expect to hear from you?

What NOT to ask during an interview

- What is the salary range of this position?
- What are the fringe benefits?
- How many sick days may I have?
- How much vacation time may I use in a year?
- How many holidays are given?
- Does this position carry an expense account?
- How liberal is the expense policy of this company?
- When can I expect my first raise? How much will it be?
- Will I have to work overtime?
- What is the relocation package?