



## Questions to Ask During an Interview

- Do you have a business card?
- Please describe the duties of the job for me.
- What kinds of assignments might I expect the first six months on the job?
- Does your company encourage further education?
- How often are performance reviews given?
- In what ways is a career with your company better than one with other companies?
- Is this a new position or am I replacing someone? Why did they leave (if replacing someone)?
- What is the largest single problem facing your staff (department) now?
- What do you like best about your job/company?
- How would you describe the work environment?
- How would you describe the organization's personality and management style?
- Do you fill positions from the outside or promote from within first?
- 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?
- What is the next course of action? When should I expect to hear from you or should I contact you?
- Can someone in this job be promoted? If so, to what position?
- What type of training will I receive?
- How many people have held this position in the last two years?
- Would you describe a typical workday and the things I'd be doing?
- What duties are most important in this job?
- What are the department's goals for the year?
- What are the other people I'd be working with and what do they do?
- How will I get feedback on my job performance?
- If you were to offer me this job, where could I expect to be in five years?
- How long do you think it will take until you make a decision?
- When may I expect to hear from you?
- What types of people tend to excel here?

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*for Life.*