

Interview Questions for You to Ask

Questions for you to ask

Asking questions indicates to the employer that your job search has been well thought out. Your interest in the organization resulted in thorough research and preparation. Avoid asking too many questions about salary and conditions of employment such as holidays but know what salary range you are prepared to accept.

The following are samples of questions prepared to start you thinking about questions you can ask in an interview. Do not memorize these samples but do sit down, study them, and figure out how they translate into suitable questions for the organization you are interviewing. Prepare questions to ask the interviewer, such as

- What do you think are the three key skills/strengths vital to this position?
- What would I be expected to accomplish in the first six months on the job? In the first year?
- How is an employee evaluated and promoted?
- What is the retention rate of individuals in the position for which I am interviewing?
- Would you tell me about your initial, as well as future training programs?
- What are the challenging facets of this job?
- Describe the work environment.
- What are the company's strengths and weaknesses?
- Who are your competitors?
- Will I use a computer? If so, what kinds of computers and programs do you use?
- How would you describe your company's management style?
- Is it company policy to promote within?
- What are your expectations for new hires?
- What is the overall structure of the department where this position is located?
- What qualities are you looking for in your new hires?
- What is the next step in the hiring process for this position?
- Will I work independently or with others?
- Who directly supervises this position? What's she or he like?
- Are there any recent or anticipated changes in the structure of the organization (mergers, cutbacks)?
- If I want to further my education, does the organization offer tuition benefits?
- Can I provide you with any other information to help you in the decision making process?
- Will I have a written employment agreement?
- How many women and minorities hold management positions in your company?
- How many other candidates are you considering for this position? What can you tell me about them?
- How soon can I expect to hear from you?