

QUESTIONS THAT YOU MIGHT ASK

You must ask intelligent and pertinent questions. This is how you show the employer that you have done your homework and are prepared for the interview. I recommend that you write some questions down and take them to the interview. In the stress of the interview you may forget what you wanted to ask, having your questions written down will ease some of the stress. The following questions are just some suggestions. Think of your own questions as you research the company. Remember that questions about salary and benefits are not usually discussed during the first interview, and you **never** bring the topic up first. Let the interviewer do it.

1. What would I do the first 3 months, 6 months, year?
2. Please describe a typical day on the job.
3. Why is this position open?
4. What kind of person are you looking for?
5. What qualities are you looking for in a candidate?
6. What are the skills and attributes you value most for someone being hired for this position?
7. What do you see as the greatest challenge in this position?
8. What are the most important aspects of this position?
9. How long have you been with the company? (This lets the person talk about themselves and helps you to get to know them. The best interviews are dialogs, not monologs.)
10. What are the things that you like most about working here?
11. Is this a new position?
12. Who would I report to?
13. What type of training do you provide for new employees?
14. Is it the companies' policy to promote from within?
15. What are the companies' plans for future growth? (this may be on their web site)
16. How are employees evaluated and promoted?
17. What are typical career paths? What are realistic time frames?
18. Can you tell me about the hiring timeline for this position?
19. When can I expect to hear from you?
20. What are the next steps in the interview process?
21. When do you expect to make a decision about hiring someone for this position?
22. If you hire me for this position, what could I do in the first 6 months that would convince you that you made the right choice in hiring me?
23. Is there anything else that you would like me to answer that I haven't?
24. "We spoke about many aspects of this job. Of all of them, which is the greatest priority for you?"