



## INTERVIEW QUESTIONS TO ASK

### THE COMPANY

1. In what ways has this organization been most successful in terms of products and services over the years, and what has been the biggest setback?
2. What are the prospects for future growth and expansion of the company?
3. What are the major changes in the industry and how is the company responding?
4. What do you like most/least about working for this company?
5. Has the organization had any layoffs or cutbacks in the last five years?
6. What accounts for success within the company?
7. What does this company value the most in its employees?

### THE JOB

1. Why is the position open?
2. How many people work in this office/department? How is the department organized?
3. To whom does this position report?
4. What individuals report directly to this position?
5. What are the three main qualities that you are looking for in a candidate?
6. How do my qualifications compare with other qualified applicants?
7. Why is the position open? What would you like done differently by the next person who fills this position?
8. How would you describe the responsibilities of the position? What would a typical day be like?
9. How much travel is required? And to where?
10. What are some of the objectives that you would like to see accomplished in this job?
11. What is the highest priority in the next six months and how could someone like me help?
12. What are some of the more difficult problems one would have to face in this position? How do you think these could best be handled?
13. How is one evaluated in this position?
14. With my particular background, how do you see me fitting in within your company?
15. What are my strongest assets and possible weaknesses?
16. To what positions would employees likely progress?
17. Does the company support professional development and additional formal education?

**SALARY** *WAIT FOR EMPLOYER TO BRING UP THIS SUBJECT.*

1. What is the salary range of this position?
2. What is the salary range for a person with skills such as mine?
3. I know that you would offer a competitive salary, so would you mind if we discuss how I can contribute to your organization and discuss salary at a later time?
4. Is there a formal salary review program? If so, how does it work?
5. Other than routine reviews, are there any other kinds of salary increases?

**BENEFITS** *WAIT FOR EMPLOYER TO BRING UP THIS SUBJECT.*

1. What benefits are offered by the company?
2. What are the employees' costs for carrying these coverages?
3. Which of these insurances provide for dependent coverage?

**MISC**

1. When can applicants expect to hear something?
3. Are there other qualification questions you may have?
4. Do you have a business card to hand out?
5. What is the expected date to have this position filled?