

# QUESTIONS TO CONSIDER ASKING IN A JOB INTERVIEW

Here's a list of suggested questions to ask the interviewer in a job interview to help you assess if the organization is a good match for your qualifications, interests, and values. Of course, if the information has been covered, don't ask these questions. Additionally, some of them may not be applicable to the position you are seeking. Create your own list of customized questions for each position for which you are interviewing.

## **Duties and Requirements**

1. What are you looking for in a candidate?
2. What do you see are the biggest challenges of this job?
3. How would you describe a typical day in this position?
4. What is the typical work week?
5. How much overtime is expected?
6. What is the most important thing I should accomplish in the first sixty days?
7. Is travel expected for this position?
8. Is relocation a possibility?

## **Office Structure**

1. How many people work in this unit/facility/department/company?
2. Who does this position report to? If I am offered the position, can I meet them before making an acceptance decision?
3. What is the organization's management style?
4. Do you have a process for helping new members of the team get on board?

## **Culture**

1. What are the biggest rewards of the job and working for this facility/organization/company?
2. What is the best part of working here?
3. What are some examples of the organization's values in action?
4. What type of background do you feel would be best suited for success in this position?

## **Promotion**

1. Why is this position available? Is this a new position? If not, where did the previous employee go?
2. What are the prospects for growth and advancement in this organization?
3. What professional development opportunities are available?

## **Mission and Vision**

1. How would you describe this organization's values?
2. How has this facility/organization changed over the last few years?
3. What are the organization's plans for growth and development?

## **More Questions**

1. Are there any reservations you have about my qualifications?
2. Is there anything I should have asked you about?
3. Is there anything I clarify for you about my qualifications?
4. If I am extended a job offer, how soon would you like me to start?
5. When may I expect to hear from you next?

## **Questions Not to Ask in an Interview**

There are some questions that you should avoid asking since they will not present you in a positive light.

- What does this company do? (Do your research ahead of time!)
- If I get the job, when can I take time off for vacation? (Wait until you get the offer to mention prior commitments.)
- Can I change my schedule if I get the job? (If you need to figure out the logistics of managing your schedule, do not mention it now.)
- Did I get the job? (Don't be impatient. They will let you know.)