QUESTIONS TO ASK THE INTERVIEWER:

This is not intended to be an exhaustive list of all the kinds of questions that you should ask an interviewer. You should prepare at least 2 or 3 questions to ask that show you have an interest in learning about the position and your potential value to the organization.

1. What are the characteristics of a successful person here?
2. What qualities are you looking for in your new employees?
3. What is the overall structure of the department where this position is located?
4. Please describe the work environment for the position.
5. What kinds of career advancement opportunities are available?
6. How would you describe your company’s personality and management style?
7. What makes this business different from its competitors?
8. What are the company’s plans for future growth?
9. What are the biggest challenges I would face in this job?
10. Please tell me about initial and future training programs for this position.
11. How are employees evaluated and promoted?
12. What is a typical career path for this position, based on performance? What is a realistic time frame for advancement?
13. What are the most important tasks or duties of the position?
14. What should I pay most attention to in my first few months on the job?
15. What is the chemistry and personality of the people in the section where I would be working?
16. How well do workers in that section get along with each other?
17. What is the #1 challenge that you see in this position that will require the immediate attention by the new employee?
18. Can you tell me more about my day to day responsibilities?
19. How soon are you looking to fill this position?
20. What is the next step in your interview process?
21. Before I leave, is there anything else you need to know concerning my ability to do this job?
22. In your opinion, what is the most important contribution that this company expects from its employees?
23. Is there a structured career path at the company?
24. What are my prospects for advancement? If I do a good job, what is a logical next step?
25. Assuming I was hired and performed well for a period of time, what additional opportunities might this job lead to?
26. What advice would you give to someone in my position?
27. What critical issues are you facing right now in this department or position?
28. How are executives addressed by their subordinates?
29. What can you tell me about the prevailing management style?
30. If you hired me, what would be my first assignment?
31. Could you explain the company’s organizational structure?
32. How will my leadership responsibilities and performance be measured? By whom?
33. How does the reporting structure work here? What are the preferred means of communication?
34. What goals or objectives need to be achieved in the next six months?
35. Can you give me an ideal of the typical day, workload and the special demands the job has?
36. What areas of the job would you like to see improvement in with regard to the person who was most recently been performing these duties?
37. From all I can see, I’d really like to work here, and I believe I can add considerable value to the company. Are there any other questions that I can answer for you?
38. What’s the next step in the selection process?
39. How does this position contribute to the company’s goals, productivity, or profits?
40. What is currently the most pressing business issue or problem for the company or department?
41. Would you describe for me the actions of a person who previously achieved success in this position?
42. How would you describe your own management style?
43. What are the most important traits you look for in a subordinate?
44. How do you like your subordinates to communicate with you?
45. What personal qualities or characteristics do you most value?
46. Could you describe to me your typical management style and the type of employee who works well with you?
47. In the recent past, how has the company acknowledged and rewarded outstanding performance?
48. What is the company customer service philosophy?
49. What are the success factors for a person who performs well in this position?