

SAMPLE QUESTIONS TO ASK DURING AN INTERVIEW

- What are the company's strengths and weaknesses compared to its competition?
- How does upper management consider the function of this department/position?
- What is the organization's plan for the next five years, and how does this department fit in?
- Could you explain your organization's structure?
- How will my leadership responsibilities and performances be measured? By whom?
- Could you describe your company's management style and the type of employee who fits in well?
- What are some of the skills and abilities necessary for someone to succeed in this job?
- What is the company's policy in providing seminars, workshops, and training so employees can keep up on their skills or acquire new ones?
- What particular computer equipment and software do you use?
- What kind of work can I expect to be doing the first year?
- What percentage of routine, detailed work will I encounter?
- How much opportunity is there to see the end result of my efforts?
- Who will review my performance? How often?
- How much guidance or assistance is made available to individuals in developing career goals?
- How much opportunity will I have for decision-making in my first assignment?
- Can you describe an ideal employee?

Don't ask a question if you are not truly interested in the answer; it will be obvious to the employer.