

TYPICAL QUESTIONS TO ASK YOUR INTERVIEWER

QUESTIONS TO ASK ABOUT THE COMPANY/DEPARTMENT:

1. How would you describe the company culture?
2. What is a typical day like in the department?
3. What makes this company different from its competitors?
4. How are market trends such as fill in the blank with current related trends affecting the company's growth?
5. What does the department hope to achieve in the next 2-3 years?
6. Have your top managers come from within? If so, approximately what percentage are "home grown"?
7. What is your retention rate within the company? Within the hiring department?
8. What can you tell me about the people I will be working with? What are their backgrounds and how long have they been working for the company?
9. How do departments interact? What connects regional/national/international offices?
10. What is the internal perception of pursuing further education, such as a Master's degree?

QUESTIONS TO ASK ABOUT THE JOB:

1. How is most of the work structured? Is it team-based or individual-based?
2. What are the typical types of projects worked on by someone just joining the company? Do you know what project I would be working on? What other projects do you foresee in the future?
3. How many hours per week do successful entry-level people in the department typically work? Are the hours 9-5 or are they something different?
4. What is the typical career path for this position?
5. What are the most important skills and attributes you are looking for in filling this position?

QUESTIONS TO ASK THE EMPLOYER/MANAGER ABOUT HIM/HERSELF:

1. What do you like best about working for the company? What do you find most challenging about working for the company?
2. What qualities are you looking for in your new hires?
3. What is your management style?

QUESTIONS ABOUT YOUR ROLE WITHIN THE COMPANY:

1. What type of internal and external training does the company provide?
2. How will my success be measured?
3. How will I be evaluated in this position? How frequently?

REMEMBER TO ALWAYS ASK:

What is the next step in the process? When can I expect to hear from you? May I have a business card?

QUESTIONS TO AVOID:

- 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? Can I telecommute? (Wait until you secure the job, begin working, and prove yourself before asking for special scheduling)
- What is the salary for this position? What are the benefits? (Wait until you receive an offer to initiate discussions of salary. **However**, come prepared to discuss salary in case the employer initiates a discussion. Know last year's range for your discipline and degree level. If asked for your requirements, provide an appropriate range.)

REMEMBER: You are not asking questions just for the sake of asking questions. Asking questions will help you get a better idea of how you will fit in with the company. Is the manager's style compatible with your work style? Does the company offer enough training? Does the career path offered seem to be in line with your career goals? Does the "typical" work day sound fun and exciting or boring and tedious?