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What to Ask During an Interview

It is now your turn! As the interview ends you will be asked, “What questions do you have for us?” Have interview questions of your own ready to ask, but make sure they are related to the position. You are also interviewing the employer to assess whether this company and the position are a good fit for you.

Here are some examples:

- What are the skills and abilities necessary to succeed in this position?
- Can you walk me through the typical day of someone in this role?
- Training and professional development is important to me. What is the company policy on seminars, workshops, and training for employees to maintain and improve their skills?
- What is your organization’s policy on openings or promotions?
- Will I have an opportunity to meet those who would be part of my staff/my manager during the interview process?
- What can I expect from the organization to prepare me for my next role with this company?
- What criteria will I be evaluated on for my performance review?
- What do you like best about working at this company?
- Is this a new position or am I replacing someone?
- Beyond the hard skills required to successfully perform this job, what soft skills would serve the company and position best?
- Where would someone in this position be able to add the most value?
- What are the department goals for next year?
- How would you describe your management style? What is the leadership style in this office?
- Why did you choose this company to work for?
- Can you tell me a little bit more about the team I will be working with?
- What is the company’s culture?
- Is there anything else I can provide to help you make your decision?
- Who does this position report to?
- What are the challenges of this position?
- If I were extended a job offer, how soon would you like me to start?
- Can you give me an example of how this department works collaboratively with other departments?
- How would you characterize a successful employee?
- How do you recognize employee achievement?
- Is there a lot of team/project work?
- What kind of follow-up can I expect? What is the next course of action? When should I expect to hear from you?

What NOT to ask during an interview:

- What is the salary range of this position?
- What are the fringe benefits?
- How many sick days may I have?
- How much vacation time may I use in a year?
- How many holidays are given?
- Does this position carry an expense account?
- How liberal is the expense policy of this company?
- When can I expect my first raise? How much will it be?
- Will I have to work overtime?
- What is the relocation package?