

PREPARING QUESTIONS FOR EMPLOYERS

During the interview process you will most likely hear the following: "What questions do you have for us?" Employers want to see that you are engaged and interested in the interview process. They expect that you have done your research and have prepared questions for them. Remember that the interview is a time for you to gain information on the employer and the position to determine whether you feel this will be a good fit for your interests, skills and values. Use the following as a guide for possible questions and tailor to meet your needs and the specific position.

JOB DESCRIPTION

- What duties and responsibilities does the job entail?
- Where does this position fit into the organization?
- Could you describe what a typical day would be like in this position?
- Who will be my direct supervisors? What is the chain of command for this position?
- How will I be evaluated in my job? How often will I be evaluated?
- What problems might I expect to encounter on this job?
- What would you anticipate as the most challenging/rewarding parts of this job?
- Is this a new position or am I replacing someone?
- May I talk with the last person who held this position?
- Has there been much turnover in this position?
- What kind of person are you looking for?
- What is the best experience and background for this position?
- What qualities or skills are you looking for in the candidate to fill this position?
- How much travel is required in this position?
- Do you offer flextime?
- Are there opportunities for creativity and individuality for employees?
- What type of training is provided for new employees?
- What opportunities are available for professional development?
- Does your organization encourage further education?

FUTURE TRENDS

- What significant changes has the organization experienced in the past year?
- What are the short- and long-term goals for the organization?
- What is the greatest challenge, from your perspective, that the organization faces during the next year(s)?
- What have been the organizations greatest successes and/or failures?
- Who do you see as your competitors?
- In reviewing your Web site, I noted _____. How is that project progressing?

WORK ENVIRONMENT

- How would you describe the working culture?
- What do you like best about working here?
- Will I be on a team or in a group?
- How much freedom am I given to solve problems on my own?
- How would you describe the most successful employees in your organization?

NEXT STEP

- Can you tell me what the next step is in the process?
- What is your time frame? When should I expect to hear from you?