

GENERAL QUESTIONS FOR YOU TO ASK DURING AN INTERVIEW

Interviews are for potential employers to get to know you, and vice versa. The absolute best way to demonstrate that you want the job, is to ask questions. If you do not ask questions, you will not appear prepared or that you want the job.

Ask questions that demonstrate that you have done background research prior to the interview. When you get asked the question “Do you have any questions for us?” say “Yes, I have prepared some questions ahead of time, would you mind if I take them out to refer to them at this time?” And then pull them from your padfolio.

Here are some sample questions.

- What results do you expect from a person in this position?
- What is the biggest challenge facing a person in this position?
- What do you consider the strengths and weaknesses of this organization?
- How will my success be measured?
- What is the best thing about working here?
- What is one thing you would change about this organization/position/unit/department and you can't say budget?
- What concerns do you have about my application (or candidacy)? I would like to have the opportunity to address any before I leave as I really want this position.
- Based on what I read about your successes, (on the website, news, blog) what did the unit/dept./supervisor prioritize in order to achieve this level of success or recognition?
- What is something very successful that the last person in this position did?
- I saw on your LinkedIn profile that _____ do you plan to continue with this work and how does it affect or impact_____.
- Could you describe the work culture in more detail and any groups or activities that may exist or be possible to join?
- Do you feel that you are respected in this work and within this department?
- (When interviewing with more than one person) Could each of you provide one word that sums up how you feel about working here (or what it means to you to work here).
- What are the next steps in the hiring process, when do you anticipate making a decision?
- If I have further questions, who would be the best person to contact to follow up with?