

QUESTIONS TO ASK WHEN INTERVIEWING

Interviewing for fulltime positions, summer jobs, and internships is a two-way street. Just as the employer is gathering relevant information about you, your skills, and how you will fit in their organization, you too have the opportunity to learn more about the company, position, management, and culture. Prior to going into the interview, create a list of 5-10 questions to ask. Some of your questions may be routinely answered during the interviewer's initial discussion with you, therefore you will be best prepared by having a longer than needed list of potential questions. Do not ask questions that you should have found the answers to by doing your basic research prior to the interview (i.e. what are your services or products, or the mission statement of the company). When selecting questions, pick those that demonstrate a focus on your wanting to succeed in the position. Make sure you tailor the questions to the company and industry. The following are a list of sample questions you may consider asking:

1. How would you describe a typical workday?
2. Will I be working as part of a team or on my own?
3. To whom would I report?
4. How would I be trained or introduced to the job?
5. Who else would I be working with and what do they do?
6. What would you consider to be exceptional performance for someone in this position for the first 90 days?
7. How will I obtain my feedback on my job performance?
8. How would you describe the management style used here?
9. What do you see as the strengths of this department?
10. How much contact with other departments and upper management is involved with this position?
11. How does this department fit into the organizational structure?
12. Why is this position open? Is this position a result of an expansion?
13. What are the long term prospects for growth within the organization?
14. How much travel is normally expected for this position?
15. Why did you choose to work here? What do you like most about your position?
16. How would you describe the company's culture?
17. Does the company offer opportunities for ongoing professional training?
18. What is the timetable for filling this position?
19. Would you like a list of references?
20. Are there any other questions I can answer for you?

Additional information can be found at:

About Careers <http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest2.htm>