

Questions to Ask Employers

When the interviewer asks, “do you have any questions?” it’s important to have a few ready. Ask well thought out questions that communicate your knowledge of and interest in the company. Questions should elicit positive responses from the employer. Prepare more questions than you will ask as some questions may be answered during the course of your interview. Important questions to ask are: “Would you like me to clarify or give more information relating to any of my answers to your questions? or “Is there anything else you’d like to know about me?” A good question to end with is “Is there anything that would prevent me from coming on board?” These questions give interviewers an opportunity to voice their concerns and/or objections and you can address them before leaving the interview. Below are some questions to consider asking. Keep in mind, however, not all of these questions are appropriate for all situations.

Personal Qualities

- After reviewing my application is there anything else you would like to know about me?
- How do you feel about creativity and individuality?

Organization Related

- What is the largest single concern facing your staff (department) now?
- Why did you join and stay with your company?
- What characteristics do the achievers in this company seem to share?
- Tell me some of the reasons people like working here.
- What type of training or workshop programs do you offer new employees?
- How often are performance reviews given?
- What products (or services) are in the developmental stage right now?
- Do you have plans for expanding this company/department?
- What are your growth projections for the next year?
- Have you cut your staff in the last three years?
- Is your company environmentally conscious? In what ways?
- Does your company offer either single or dual career-track programs?
- What are the chances for growth in this job and in this company?
- Is it your company’s policy to promote from within?
- Where does this position fit into the organizational structure?
- What kind of partnerships does your organization have with others in the community?

Job Specific

- Describe the typical first six months or year assignments?
- Is this a new position or am I replacing someone?
- Was the person successful? Why or why not?
- Has there been much turnover in this department?
- What skills and qualities are considered the most useful for success in this position?
- What is the most difficult part of the job?

- To whom would I report? What will my first assignment(s) be?
- What special projects will I have the opportunity to work on?
- Is there any travel involved in this position?
- May I talk with the last person who held this position?
- What are the typical career paths? What are realistic time frames?
- How will my performance be evaluated?
- Once the probation period is completed, how much authority will I have over decisions?
- What kind of teamwork projects will I be involved in?
- How will the training for this position be completed?
- Describe the work environment; walk me through a typical work day.
- What do you see as the greatest challenge for the person in this position?

Interview Process

- What is the next course of action? When should I expect to hear from you, or should I contact you?
- I would really like to work for your company. I am confident I could do this job well. When will you be making your decision to fill this job?