

# QUESTIONS TO ASK AT AN INTERVIEW

When you get to the end of the interview, the interview team will probably ask if you have any questions for them. There are three basic rules to follow when answering this question.

- Rule #1:** NEVER say No!
- Rule #2:** ALWAYS say Yes! Have several questions prepared ahead of time.
- Rule #3:** NEVER ask about money, benefits, or time off! You can ask these questions once you've been offered the job

So if you can't ask about money, benefits, or time off, what should you ask?

Well, have you done your research? Have you googled the company? Looked at their website? Checked to see if there is a company profile on social networks such as LinkedIn or Facebook? Talked to anyone who works there, has worked there in the past, or has done business with the company? These are all good sources of information. You will be able to see what kind of information the company is including on those sites, and what people are saying about the company.

Once you've combed through all of the information available, you can begin to develop questions.

- Design one or two questions to expand on something you've learned about the company. For example: Use the company's published Mission and Values statements to design a question such as *"I see in your Mission Statement you support \_\_\_\_\_. Can you share with me examples of how this is reflected in the day-to-day life of the company?"*
- Don't ask something that the answer is easily found on the website. This tells the employer that you know very little about the company and gives the impression that you aren't really interested in the company.
- Use your judgment about the number of questions to ask. Four or five questions is a good target, so make them count. Ask only those that are truly important to you.
- Once you've decided on what questions you will ask, write them down in a notebook. It's also a good idea to write down a couple of extra questions in case any of your questions are answered during the course of the interview. Take the notebook and a pen with you to the interview. Make notes of their answers to your questions.

Here are some examples of other appropriate questions.

1. What are the responsibilities for this position in the first 30-60 days?
2. Do you have an orientation period and what will I be expected to know or do at the end of that period?
3. How will my performance in this position be evaluated?
4. What are the most important characteristics needed to be successful in this position?

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5. What are the challenges facing the company (or department) in the next year and how can I, as an employee, help meet those challenges?
  6. What opportunities do you see for the company (or department) in the next year and how will this position be involved?
  7. Does the company provide opportunities for professional growth?
  8. Do you have any concerns that I do not have the skills or characteristics necessary to be successful in this position?
  9. What are the next steps in the hiring process? When should I expect a decision?

Check out these websites for more examples of appropriate questions to ask at an interview.

[http://www.clark.edu/student\\_services/employment/documents/interviewer\\_questions.pdf](http://www.clark.edu/student_services/employment/documents/interviewer_questions.pdf)

<http://www.linkedin.com/today/post/article/20130815094409-32175171-the-3-questions-people-always-forget-to-ask-in-an-interview>

[http://careercenter.depaul.edu/\\_documents/Interviewing%20Skills%20Packet.pdf](http://careercenter.depaul.edu/_documents/Interviewing%20Skills%20Packet.pdf)

<http://www.lifehack.org/articles/work/ten-questions-ask-interview-get-hired.html>

<http://www.careerbuilder.com/Article/CB-664-Getting-Hired-The-Best-Questions-to-Ask-in-the-Interview/>