

32 QUESTIONS TO **ASK** AT AN INTERVIEW

TAKE THIS WITH YOU and ask as many of the following questions as possible...

1. Please define the scope of the position and the technical skills preferred.
2. Please identify qualities of the successful people in the group.
3. Please give me your opinion of the group's chemistry and working relationship.
4. What is the opportunity for growth/career progression?
5. How would you describe a typical day in this position?
6. How much travel is normally expected?
7. How frequently do you relocate professional employees?
8. Why are you hiring for this position?
 - a. -is the position newly created or did the previous employee leave? Why?
9. How many people have had this position and where have they gone?
10. What is the average length of stay in this position?
11. Outside my group, who else will I work with?
12. How high a priority is this group within the organization?
13. How often are performance reviews given?
14. Does the company sponsor professional training programs?
15. How many people in the group go through training programs each year?
16. What is the average age of top management?
17. Will you describe the CEO to me? (Name the person - personality of the ranking officer often reveals a lot about the company philosophy).
18. What do you feel will be my greatest challenge the first 6 months?
19. Who is COMPANY's competition?
20. Where is COMPANY strategically positioned in their market-space?
21. What are the barriers (if any) to COMPANY's success in their market-space?

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22. What new product lines/services are planned or have been announced recently?
23. How long have you been with COMPANY?
24. What is your background and who have you worked for previously?
25. What do you like best about COMPANY?
26. What do you like least about COMPANY?
27. What has been your biggest challenge while at COMPANY?
28. What one thing would you change about your position or COMPANY?
29. How many people are you interviewing for this position?
30. If I am extended an offer of employment, how soon after would you like me to start?
31. Do you have any questions or concerns about my ability to do the job?
32. When can I expect to hear from you?