

ASKING QUESTIONS TO AN INTERVIEWER

Reasons why you should ask questions during or at the end of the interview:

- This offers you an opportunity to gather more information about the job and the company so you can re-emphasize what a good match you are
- It shows you aren't just looking for a job – you are looking for a workplace in which to stay and develop your career
- You get a chance to incorporate facts that you know about the company from your research and shows them that you are interested in more than just what you will get out of the job
- Asking questions at the end of the interview shows you are still interested in being considered for the position
- It gives you an opportunity to find out when a decision will be finalized, what contact will be made and when and how you can follow up with the interviewer

Questions you should NOT ask during an interview:

Do not ask questions about the rate of pay, company benefits, vacations, days off etc. Employers see these as “what about me” questions. The employer wants to know that you are interested in a suitable job in a good company. Let the employer bring up these other topics of discussion during a second interview or when they are ready to give a job offer.

Questions you SHOULD ask during an interview:

Questions about the job

- What are the most challenging aspects of the position?
- What is the top priority of the person who accepts this job?
- What do you think are the top 5 skills an ideal candidate should possess?
- What were the key factors that made people succeed in this position in the past?

Questions about the company

- What do you consider to be the company's strengths?
- What attracted you (the interviewer) to this organization?
- Why do you enjoy working for this company?
- What are the company's values, vision and mission?

Questions about the people

- What do you like about working for this company?
- What are the traits and skills of people who are the most successful within the organization?
- What kind of individual fits best in your company's culture?

Questions about the next step

- When can I expect to hear from you?
- If I am extended a job offer, how soon would you like me to start?
- Are there any other questions I can answer for you?
- Would you like a list of references?