

## QUESTIONS TO ASK WHEN INTERVIEWING

Interviewing for full-time positions, summer jobs, and internships is a two-way street. Just as the employer gathers 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. Before 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. The key is to ask the *right* kind of questions. The type of questions you choose to ask your interviewer should stem from what you need to know to fully evaluate the position. This means the questions you choose to prioritize should be well thought out.

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