

Questions to Ask Employers

What are the duties and responsibilities of this position?

What do you do in a typical work day/ typical week?

What do you look for in applicants?

What skills and qualities are you seeking for candidates in this position?

What kind of assignments are typical during the first six months on the job?

Is there a lot of team or project work?

Why did you choose to work for this company?

What type of initial training and/or professional development opportunities are offered by the company?

Does this organization have a mentor or coaching program?

What are some current challenges the company is facing?

Why do you enjoy working for the company?

Does your organization use strategic planning?

What do you see as the most challenging aspects of the position?

Is this a new position or am I replacing someone?

Would I be able to speak with the previous person in this position?

Who would I be working with? Who would I report to?

What is the organizational structure of the department where the position is located?

How does this position interact with the rest of the organization?

How is an employee evaluated and promoted?

Does this organization promote from within or hire from outside the company?

How would you describe your company culture?

What are the company's strengths and weaknesses?

What challenges is the company currently facing?

What is the vision of the department over the next 3-5 years?

Questions to Avoid Asking in the Interview

Don't bring up salary or other benefits questions during the initial interview.

Avoid asking questions that have already been answered during the interview.

Avoid asking questions that are easily answered by the employer's website or literature.

Don't ask personal questions of the interviewer.