

# **QUESTIONS YOU MAY WANT TO ASK IN AN INTERVIEW**

What have been some of the **BEST QUESTIONS ASKED OF YOU** during your experiences with interviewing prospective job applicants? This question was asked of employers nationwide in a recent survey.

## **OBSERVATIONS:**

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When listing some of the best questions asked of them while interviewing prospective job applicants, employers provided several excellent examples. Their questions are categorized below into the following groups: general topics, career motivation, anticipated job responsibilities, work environment, affirmative action, quality of work, personality factors, products & services, employment trends, measures of work performance, salary & benefits and interview closure items. When graduating students are preparing for interviews with prospective employers, this list could be very helpful.

## **GENERAL TOPICS:**

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What is the financial stability of this organization/company? What future changes do you see for this organization/company? What direction do you see your organization/company going in the future? Who are your competitors? How successful have you been with marketing your organization/company's products? What plans does the organization/company have for becoming more competitive in this industry? What is the biggest negative about your organization/company? What makes your company different from others?

## **CAREER MOTIVATION:**

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Why did you accept work with this organization/company? How long have you been employed with this organization/company? Why do you continue to work for XYZ organization? What do you like most (or least) about your organization/company? Would you want your son/daughter to work for this company too? What makes your association with this employer enjoyable? What are you really hiring me to accomplish? Graduating students are really wanting to get past the recruiting jargon to learn what is truly expected of them. Why should I take this job (or ...work for your organization/company)?

## **ANTICIPATED JOB RESPONSIBILITIES:**

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If I were hired by your organization for this position, what duties would I be performing? What will be expected of me in this position? How does my job fit with the mission of the organization, company performance, or profitability? How do you know when to hire additional staff? How much responsibility will I have? Why is this job important to you? What will I be contributing to the organization? What do you wish you knew about the organization/company before you started? What would you change about this position, if you could?

## **WORK ENVIRONMENT:**

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What is your corporate culture? How would top management describe the corporate culture, and how does this compare with things in the organization as they really are at the lower levels? What were your personal experiences on this job? Will I be on a team, or in a group? How much freedom am I given to

solve problems with my own methods? What help is available to me when my methods fail? Is this a new position? Why did the other person leave? What is your organization/company really like?

**AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITIES:**

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What is the standard of living among minorities in your local community? What minority programs do you have?

**QUALITY OF WORK:**

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What differentiates your company from your competition? Do you get repeat business from your customers? What are the ethical and environmental philosophies of your organization/company? What has been the history of turnover among recent hires in the organization/company? What is this organization/company's philosophy towards their employees? What is the relationship of this organization to the local community?

**PERSONALITY FACTORS:**

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What can I do with my education and training for your organization/company? What values are sacred to this organization/company? What would cause me to leave the company? How mobile can I be?

**PRODUCTS AND SERVICES:**

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Has the company thought of going in the direction of xxx? What impact will the clean air legislation (or other current topic) have on the company? What impact did your recent service (or logo, product, market blitz, etc.) change have on your business? What do you see as the biggest areas of needed improvement within the company?

**EMPLOYMENT TRENDS:**

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What significant changes has the organization/company experienced in the past year? What are short- and long-term strategic directions of the company? What have been the successes (or failures) of the organization/company? What is the company doing to change for success in this changing global economy? What are the organization/company's goals for the future? What is the greatest challenge, from your perspective, that the organization faces during the next year?

**MEASURES OF WORK PERFORMANCE:**

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How would you describe the most successful employees in your organization/company? Can I expect opportunities for advancement with the organization/company, if I work hard to prove myself? If I do well, what will I be doing in five years? How will I be evaluated in my job? How often will I be evaluated? Who supervises this position? What is the chain of command for this position? Where would my career progress from my first assignment? How does your company encourage their new hires to keep pace with advancing technologies? What characteristics do you possess that have made you so successful? What can I do within the first five years to help ensure my success within the organization/company? What was your career path with the organization/company? What feedback has been given to your organization/company by recent new hires?

**SALARY AND BENEFITS:**

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What is the pay for this position? What are advanced educational opportunities with XYZ organization (MS, MBA, etc.)? May I someday invest in the company? What training would I receive if hired?

**INTERVIEW CLOSURES:**

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How did I do? Do I get the job? How soon will I hear from you? What does your organization/company want from successful candidates for this job? What would distinguish one candidate over another for this job? How do I prove myself and my commitment to the organization/company? When would you want me to start in this position?