



QUESTIONS TO ASK IN A JOB INTERVIEW

"Do you have any questions about the job?" Many times this is a question the interviewer will ask you during a job interview. Below are some suggestions of the questions that will not only help you get more information about the job and the organization, but also will impress the interviewer (and possibly get the job!). **Not all of the questions will be appropriate for all jobs you apply for**, so you will have to pick and choose the ones that you feel will help you "sell yourself." Good luck!

- 1) What are the key responsibilities of this job?
- 2) What kind of training is provided and for how long?
- 3) What do you see as the major challenges of this position?
- 4) Of the people who have had this job before, what were the characteristics of those who performed well? Of those who didn't?
- 5) If you hire me, what would your specific expectations be?
- 6) Why is the position open?
- 7) What would you most like a new employee to bring to this job?
- 8) How many people have held this job in the last five years?
- 9) Who would I be working with on this job? Is it possible for me to meet them?
- 10) How is job performance evaluated here?
- 11) How are decisions made here?
- 12) What is a typical day on the job like?
- 13) What is your overall philosophy about training?
- 14) Have you had any major layoffs or cutbacks in the past few years? Do you anticipate any in the near future?
- 15) If so, how would my job and/or department be affected?
- 16) Are there any changes planned for the job in the future?
- 17) Will these changes require classroom training or on-the-job training?

