

SUGGESTED QUESTIONS FOR THE EMPLOYER

Before the interview, prepare a list of questions that demonstrates your knowledge of the company and interest in the position. Some good topics to cover include:

The Company

- ☐ What do you see ahead for your company in the next five years?
- ☐ How do you see the future for this industry?
- ☐ What do you consider to be your firm's most important assets?
- ☐ What can you tell me about your new product or plans for growth?
- ☐ How do you rate your competition?

The Position's History

Asking about why the position is vacant can provide insight into the company and the potential for advancement. According to Annie Stevens and Greg Gostanian, managing partners at executive and career development firm ClearRock, good questions include:

- ☐ What happened to the last person who held this job?
- ☐ What were the major strengths and weaknesses of the last person who held this job?
- ☐ What types of skills do you NOT already have onboard that you're looking to fill with a new hire?

The Department

Asking about your department's workers and role in the company can help you understand more about the company's culture and hierarchy. Stanford suggests asking:

- ☐ What is the overall structure of the company and how does your department fit the structure?
- ☐ What are the career paths in this department?
- ☐ What have been the department's successes in the last couple of years?
- ☐ How do you view your group/division/department?

The Job's Responsibilities

To avoid any confusion later on, it pays to gain a solid understanding of the position. FGP International's Eddie Payne recommends inquiring:

- ☐ What would you consider to be the most important aspects of this job?
- ☐ What are the skills and attributes you value most for someone being hired for this position?
- ☐ Where have successful employees previously in this position progressed to within the company?
- ☐ Could you describe a typical day or week in this position? The typical client or customer I would be dealing with?

The Expectations

To determine how and when you will be evaluated, Payne recommends asking:

- ☐ What are the most immediate challenges of the position that need to be addressed in the first three months?
- ☐ What are the performance expectations of this position over the first 12 months?

SUGGESTED QUESTIONS FOR THE EMPLOYER

- ☐ How will I be evaluated at XYZ company, and how often?

The Next Steps

At the end of the interview, don't forget to ask:

- ☐ What are the next steps in the interview process?