



YOU HAVE LANDED AN INTERVIEW!!

An interview is a dialogue, not a monologue. Take the opportunity to ask questions during your interview, studies show that not asking questions can hurt your chances of getting the job.

Prepare 6-10 questions to ask – it may seem like a lot, but you may receive answers to several of your questions during your interview and you still want some to ask at the end.

Remember to stay positive throughout the interview and ask as many questions as are necessary for you to know the company, its culture and team.

EXPLORING THE ROLE

Get beyond the basic job description and ask questions that probe deeper into the details of the job, expectations, success metrics and the infrastructure that would support the role.

1. How does this position contribute to the organization's success?
2. What do you hope I will accomplish in this position?
3. What would you like to see from me on day one, in three months, six months and a year from now?
4. What's the most important thing I should accomplish in the first ninety days?
5. What is the team structure?
6. What support would this position have?
7. How would you describe the responsibilities of the position?
8. How would you describe a typical day and week in this position?
9. Is this a new position? If not, what did the previous employee go on to do?
10. Who does this position report to? If I am offered the position, can I meet them?
11. How many people work in this office/department?
12. Do you have a policy for helping new members of the team get on board?
13. What are biggest challenges of this job?

DIGGING INTO COMPANY CULTURE

As much as an interview is about assessing your ability to be a culture fit, it is also about gathering as much information and insight into the company culture. You need to know whether the company is a fit for your values, passions and interests.

1. What was the department's biggest challenge last year and what did you learn from it?
2. How much time do the owners/leaders/founders spend in the office?
3. What do people on the team that I'd be joining do for lunch every day?
4. What was the last big achievement that was celebrated?
5. Does the company give back to the community? In what ways?
6. What continuing learning opportunities do you have for your employees?
7. What is the company's management style?
8. How would you describe this company's values?
9. How has the company changed over the last few years?
10. What are the company's plans for growth and development?
11. What are the biggest rewards of the job and working for this company?
12. What is the best part of working for this company?
13. What's the most challenging aspect of working here?



DAY-TO-DAY RESPONSIBILITIES

Drill down on the everyday tasks and expectations for the position. These questions are perfect to ask your potential manager or another leader on the team.

1. What are the primary tasks and responsibilities I would be handling on a daily basis?
2. Are there any specific projects or initiatives that I would be expected to contribute too regularly?
3. How does this role interact with other teams or departments within the company?
4. Can you describe the level of autonomy or independence I would have in managing my daily tasks?
5. Are there any routine meetings or reporting requirements associated with this position?
6. How do you prioritize tasks and manage deadlines in this department or team?
7. Can you tell me about the software, tools, or systems I would be using on a daily basis?
8. What opportunities are there for skill development or growth within this role?
9. Are there any challenges or obstacles commonly encountered in this position that I should be aware of?
10. What are the team's work hours? Are there any specific requirements for time in the office?
11. Do employees control the structure of their goals and tasks?
12. How does management deliver feedback to employees?
13. How much travel is expected?

FUTURE OPPORTUNITIES

Get a sense of what the company offers in the way of professional growth and development opportunities. After all, if you proceed with this company, you want to know that you have a future there and opportunities to be challenged.

1. Do you have a formal mentorship program or are there mentors available?
2. How does the company support employees in advancing their skills and careers?
3. What are the prospects for growth and advancement?
4. Can you describe the typical career path for someone in this role?
5. Can you tell me about any internal training programs or educational resources offered by the company?
6. How does the company encourage employees to pursue new challenges and take on additional responsibilities?
7. Can you share examples of employees who have experienced growth and advancement within the company?
8. What long-term career opportunities exist within the company for someone in this role?

CLARIFICATION

Before the interview ends, spend time asking question that help clarify the companies hiring process.

1. Would you like a list of references?
2. If I am extended a job offer, how soon would you like me to start?
3. What can I clarify for you about my qualifications?
4. When can I expect to hear from you?
5. Are there any other questions I can answer for you?