

## SAMPLE QUESTIONS TO ASK THE INTERVIEWER

Remember 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 job search and ask as many questions as are necessary for you to get to find a job you love.

### **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 is the team structure?
4. What support would this position have?
5. How would you describe the responsibilities of the position?
6. How would you describe a typical day and week in this position?
7. Is this a new position? If not, what did the previous employee go on to do?
8. Who does this position report to? If I am offered the position, can I meet him or her?
9. How many people work in this office/department?
10. Do you have a policy for helping new members of the team get on board?
11. What are biggest challenges of this job?
12. What's the most important thing I should accomplish in the first ninety days?

### **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 understand 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 job you're applying to. These questions are perfect to ask your potential manager or another leader on the team.

1. What are the team's work hours? Are there any specific requirements for time in the office?
2. Do employees control the structure of their goals and tasks?
3. How does management deliver feedback to employees?
4. How much travel is expected?
5. Is overtime 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 have you had the ability to grow in your role?
3. What does "climbing the ladder" look like at this company? Is there a clear path of ascension?
4. What are the prospects for growth and advancement?
5. Are there any examples of a career path beginning with this position?

**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?

**REFERENCES:**

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