

Make every effort to listen as much as you talk during the interview. The most effective communication happens when it is two-way and natural. Use good judgment in evaluating how the interview has progressed before asking some of the questions listed below. Do not ask a question that was addressed in an employer presentation, information session, or whose answer is found in the employer's literature or web site.

Potential Questions to Ask:

- Informational questions (Who?, What?, When?, Where?, Why?, and How?)
- How would you describe the company's business focus? Core values? Mission? Goals?
- What are the trends in revenues and profits?
- What makes this firm different from your competitors?
- What are the company's competitive strengths compared to its major competitors?
- What is the greatest challenge that the company will face during the next year?
- Where is the company going in the next three to five years?
- What are the short-term and long-term strategic directions for the company?
- Does the company have any plans for expansion/new product lines?
- What areas do you see that need the most improvement within the company?
- What are the specific responsibilities of the job?
- What qualities would the ideal candidate for this position possess?
- What would you expect of me in this position?
- May I see an organizational chart? Where does this position fall within the organization?
- How does this position interact with the rest of the organization?
- How does this job contribute to the mission or goals of the company?
- How do you see this job evolving?
- What education and training programs does the company provide?
- How long is the typical training program? How many people train annually?
- What latitude would I enjoy in determining my goals, work objectives, due dates, and measurement methods?
- What resources are available to perform this job?
- How, when, and by whom will I be evaluated in this position?
- Have others who started in this position been promoted? If so, into what positions?
- Where can this job lead for a top performer?
- How much time will this position require me to travel/spend away from home?
- What is the company's record of employment stability?
- I am interested in this position. What is the next step?
- How did you get started in the company? What made you successful?
- What do you enjoy most about working for this firm?
- What challenges might I face in this position?
- How will the final hiring decisions be made? By whom? When?