

What you should be asking at a job interview

Asking your own prepared questions serves to make a favorable impression with an interviewer. The following questions were designed specifically for a first interview. Choose *at least 5* that are most relevant to you and the desired position:

1. Is this a new position, or would I be replacing someone?
 - a. What were the major strengths/weaknesses of the last person to hold this position?
2. What can you tell me about the culture and the environment here?
3. **What is the #1 thing you demand or want most out of the person that fills this position?**
4. How many people would I be leading?
5. What are the opportunities for advancement?
6. What makes this company different from its competitors?
7. What is the company's plan for the next five years, and how does this department fit into that plan?
8. What is the leadership style of this department head?
9. Could you explain your organizational structure?
10. What do you most enjoy about your work with this organization / company / agency / firm?
11. What are the day-to-day responsibilities for this position?
12. Could you describe your company's management style and the type of employee who fits well with it?
13. What are some of the skills and abilities necessary for someone to succeed in this job?
14. What is the company's policy on providing seminars, workshops, and training so employees can keep up their skills and acquire new ones?
15. What particular computer equipment and software do you use?
16. What kind of work can I expect to be doing the first year?
17. What percentage of routine, detailed work will I encounter?
18. How/how often are employees reviewed here?
19. Can you describe an ideal employee?
20. What do people seem to like the most/least about working here?
21. What are the next steps in the interview process?