

# QUESTIONS TO ASK AT AN INTERVIEW

## COMPANY

### ASK ABOUT THE COMPANY/DEPARTMENT

- WHAT ARE THE COMPANY/DEPARTMENT VALUES AND MISSION?
- HOW WILL MY WORK FOR YOU FURTHER THESE VALUES?
- WHAT IS THE COMPANY'S/DEPARTMENT'S GREATEST CHALLENGE RIGHT NOW AND WHAT WOULD MY ROLE BE IN OVERCOMING IT?
- CAN YOU PROVIDE EXAMPLES OF THE MOST DESIRABLE ASPECTS OF THIS DEPARTMENT'S CULTURE? HOW ABOUT THE LEAST DESIRABLE?

## JOB

### ASK ABOUT THE JOB/ROLE

- WHAT DOES SUCCESS LOOK LIKE IN THIS ROLE AND HOW IS IT MEASURED?
- WHAT WILL HAPPEN IN SIX MONTHS TO SHOW THAT I'VE MET YOUR EXPECTATIONS?
- WHAT DO THE DAY TO DAY RESPONSIBILITIES OF THE ROLE LOOK LIKE?
- WILL I BE MENTORED? WILL I BE A MENTOR?
- WHEN IS THE ANTICIPATED START DATE FOR THIS POSITION?
- WHAT'S THE MOST IMPORTANT THING I CAN ACCOMPLISH IN THIS ROLE IN THE FIRST 60 DAYS?
- WHAT HAPPENED TO THE PERSON WHO USED TO FILL THIS ROLE? IF THIS IS A NEW POSITION, HOW HAVE THE RESPONSIBILITIES BEEN PERFORMED IN THE PAST?
- CAN YOU TELL ME ABOUT THE PERSON TO WHOM I'LL REPORT?

## INTERVIEWER

### ASK THE INTERVIEWER

- WHAT'S YOUR FAVORITE PART OF YOUR ROLE AND HOW LONG HAVE YOU BEEN HERE?
- WHY DID YOU CHOOSE TO WORK HERE?
- WHAT MAKES YOU SUCCESSFUL IN YOUR ROLE?
- NOW THAT WE'VE DISCUSSED THE POSITION AND MY QUALIFICATIONS, DO YOU HAVE ANY RESERVATIONS ABOUT RECOMMENDING ME FOR THIS JOB?
- WHAT IS THE NEXT STEP IN THE HIRING PROCESS AND WHO DO I CONTACT IF I HAVE QUESTIONS?
- THIS POSITIONS SOUNDS LIKE SOMETHING I'D REALLY LIKE TO DO--IS THERE A FIT HERE?