Questions To Ask The Interviewer

To show that you are informed and interested in the prospective employer, it is very important to ask questions. In addition to helping you appear serious and professional, this will give you valuable information which will help you determine if the job is a good fit for you.

- Would you take a few moments to give me a more comprehensive description of the job requirements?
- What does a typical day in this position look like?
- Tell me about the last person who was in this position.
- What makes your company different from others?
- How does the job for which I’m interviewing fit in with the mission of the company?
- What are the core values of this company?
- From your perspective, what is the greatest challenge this organization faces during the next year?
- What do you see as the areas that most need improvement within the company?
- What is the short-term and long-term strategic direction of the company?
- What do you think are the most important qualities that candidates for this position should have?
- What do you perceive to be the most important qualities for success in this job?
- What can I tell you about my qualifications?
- What opportunities exist in the future for someone who performs successfully in this position?
- Will training be provided? And if so, what type of training?
- Is there anything else I can review during the rest of the hiring process? What is the next step in the selection process?
- Who would be supervising the person who fills this job?
- Is there anyone else involved in the final hiring decision for the position?
- Outside my department, whom else will I work with?
- When can I expect to hear from you?

Helpful hint: Make a written note of the answers to the last two questions. Hopefully you will learn the names of more people to whom you can send copies of your follow-up letter.