

QUESTIONS YOU CAN ASK EMPLOYERS

(Use only if applicable to your situation)

Your research of an organization or position may not provide all of the information that you will need before you take a job. Listed below are sample questions that may be asked during the interview to supplement your research. Avoid asking questions that begin with "is," "are," and "do." These questions lead to yes/no answers. Instead begin your questions with who, what, when, where, why, how, etc.:

How would you describe the duties of the position?

How would you describe a typical day in this position?

How much travel is normally expected?

How frequently do you relocate professional employees?

Why are you looking to fill this position? (Is it a newly created job? Did the previous employee leave? Why?)

How many people have had this position and where have they gone?

What is the average stay in this position?

Outside my department, with whom will I work?

How much evening or weekend work is expected?

How high a priority is this department within the organization?

What are the prospects for advancement beyond this level?

How does one advance in the organization?

How often are performance reviews given?

How often do the training programs begin?

About how many individuals go through your training program each year?

How does your company's tuition reimbursement program work?

What new product lines/services have been announced recently?

What is the average age of top management?

Will you describe _____ to me? (The personality of a ranking officer often reveals a lot about the company philosophy).

Could you tell me about the public transportation to your company?

How many people are you interviewing for this position?

What are the things you like least/most about working here?

If I am extended an offer of employment, how soon after this would you like me to start?

What can I tell you about my qualifications?

When can I expect to hear from you?