

Preparing for the Interview

You Ask the Questions

At the end of the interview, candidates will usually get approximately 5-10 minutes to ask questions of the interviewer. However, don't confine your questions to this portion. If you have an opportunity to ask questions along the way, and your questions are relevant, then work your questions into the conversation. An interview should be a two-sided conversation. Also, don't ask questions whose answers can easily be found when researching the company. Here are some possible questions whose answers may be of benefit to you.

1. General Topics

- a. What characteristics do you look for in a potential employee?
- b. What direction do you see your company going in the future?
- c. What makes your organization different from your competitors?
- d. I've read _____ is one of your competitors. What strategies does the company use to maintain its position as a leader in the industry?
- e. What do you like the most (or least) about your company?

2. Anticipated job responsibilities

- a. How would you describe a typical day on the job?
- b. How does my job fit in with the mission of the organization?
- c. How much responsibility will I have?
- d. What would you change about this position, if you could?
- e. Why is this position important to you?

3. Measure of work performance

- a. How would you describe the most successful employees in your company?
- b. How will I be evaluated?
- c. Can I expect opportunities for advancement if I work hard to prove myself?
- d. How does your company encourage new hires to keep pace with advancing technologies?

4. Training program

- a. Tell me about the training program for new employees?
- b. What kind of training can I expect in the first three months?
- c. How can I become familiar with company policies?

- d. Will I be assigned to a specific department or rotate throughout the organization?

5. Work environment

- a. What is your company really like?
- b. Will I be part of a team, or will I work independently?
- c. To whom will I report?
- d. How much freedom will I have to solve problems on my own methods? What help is available to me if my methods fail?
- e. Could you describe the atmosphere of the department?
- f. What types of activities keep staff morale high?

6. Products, services and current trends

- a. What impact will (current topic) have on the company?
- b. What impact did your recent (product improvement, logo change, or advertising campaign) have on your business?
- c. What are the company's goals for the future?
- d. What is the company doing to succeed in this changing global economy?

7. Questions you should NOT ask

- a. Salary and benefit related questions (in the first interview)
- b. Can I use your phone?
- c. Have you heard the one about...?
- d. Do you mind if I smoke?

*Taken in part from The Career Center - Interviewing Skills
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