

Sample Interview Questions to Ask about the Job

- Which specific skills are necessary to succeed in this job?
- Would you please describe the ideal candidate for this job?
- How do my skills, experience and education differ from those of the ideal candidate?
- What are the day-to-day duties of this job?
- Do you have anything to add to the job description that XYZ advertised?
- Does this job have any special demands?
- How much travel does this job require?
- How many hours are in a typical workweek?
- What is a typical workday like in this position?
- How would you describe the working environment?
- Are there specific problems or challenges an employee would face in this position?
- If you hire me, which duties would you like for me to accomplish first?
- Which projects would you like for me to complete in the next six months?
- What are the long-term objectives of this job?
- Who would be my immediate supervisor and where does he or she fit into the organization?
- Would you please describe your management style?
- Who would be my direct reports and what are they like?
- What are my potential coworkers like and how many are there?
- How much autonomy would I have in making decisions?
- What would be my budget and spending authority and responsibilities?
- What level of input would I have in determining my objectives and deadlines?
- How many projects must an employee in this position multitask at once?
- What are the opportunities for advancement in this position?
- Is this a new position or am I replacing someone?
- Why was this new position created?
- May I ask why the employee in this position is leaving or no longer fills it?
- May I seek success tips from the employee who was promoted out of this position?
- Has anyone ever performed poorly in this position? What did he or she do wrong?
- How do you measure an employee's performance and provide feedback?
- How does an employee know he or she is performing this job to expectations before annual merit reviews?

Sample Interview Questions to Ask about the Company

- How does XYZ Company acknowledge outstanding employee performance?
- What are this department's goals and how do they fit with XYZ Company's?
- How does this department fit in with XYZ Company's five-year plan?
- Is this department responsible for its own profit and loss?
- Does the department or XYZ Company face any major challenges?
- Do you foresee any significant changes in XYZ Company?
- What's XYZ's policy about employees advancing their education?
- Does XYZ offer employee training?
- How does XYZ promote and support professional growth?
- What's XYZ's policy for work-life balance?

- What's XYZ's policy for employee retention?
- What is XYZ's customer service policy?
- Has XYZ recently laid off employees and why was it necessary?
- How did XYZ handle notification, severance and outplacement services during the last layoff?
- Is XYZ planning or considering a layoff in the near future?
- Is XYZ profitable? How profitable?
- Does XYZ regularly report its market results and profitability to its employees?
- How does XYZ compare with its competitors?
- How well has XYZ historically weathered poor economic conditions?
- May I ask what you like and don't like about XYZ Company?
- Is there anything you'd change about XYZ if you could?
- How would you characterize XYZ Company?
- Would you please describe XYZ's strengths and weaknesses?
- Are there any misconceptions about XYZ Company of which I should be aware?
- Does upper management have an open-door policy?
- What can you tell me about the employees who work here?
- May I see an organizational chart?

Sample Interview Questions to Ask in Summary

- Is there anything else I should know?
- Is there anything else you'd like to know?
- Is there anything that would prevent you from offering this job to me?
- How do I compare with the other candidates you've interviewed so far?
- Do you have any feedback?
- Do you have any concerns? What can I do to alleviate them?
- When can I expect to hear from you again?
- May I follow up with you by phone or email in about a week?
- May I schedule another interview with you?
- What might we discuss in a follow-up interview?
- If you decide to extend an offer, when would you like for me start?
- What's the next step?

For more sample questions, click the links in [Interview Questions to Ask](http://jobsearchtech.about.com/msub22-interview-questions-2.htm) at <http://jobsearchtech.about.com/msub22-interview-questions-2.htm>

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