



## Questions To Ask: Prepare Thoughtful Questions

In today's competitive marketplace, companies are absolutely evaluating candidates based on the quality of the questions they ask in the interview. Not having any questions to add is consistently one of the top pet peeves of interviewers- it gives the impression that you are not interested in or curious about what goes on in the company. Moreover, since the quality of the information you take from the interview with is in direct proportion to the quality of the questions you ask, you do yourself a great disservice by trying to "wing" questions on the spot. Instead, prepare 8 - 10 questions before the interview (it is appropriate to write them down on a notepad and bring them into the interview) to avoid giving the dreaded "no" response when asked, "Do you have any questions?"

The following is a list of questions you may want to ask during an interview:

- What are the responsibilities of this position? What are the priorities for the person in this position? What is the #1 priority for this position?
- What would be my first project or production goal? What obstacles could prevent me from reaching this goal?
- What do you expect the person in this position to have accomplished in 90 days? 6 months?
- Describe the person that you feel did or does do the best job in a position like this one. What made that person so successful?
- What challenges and opportunities are associated with this position? How are you currently addressing these challenges?
- Will I have subordinates? What are their strengths and weaknesses?
- Who will be my superior and how would you describe his or her management style?
- Are there any projects in motion for which I will inherit responsibility? What is their history and status?
- What are the goals of this company? This department?
- What are the most important things I can do to help achieve this company's/department's goals?
- What criteria will be used to evaluate my performance? When are evaluations scheduled?
- What can you tell me about the people that work here? How would you describe the culture?
- What kinds of people don't make it at XYZ Company and why?
- Why is this position open/Why did my predecessor leave this position?
- How long have you been with XYZ Company? What caused you to get excited about this company when you came on board and why have you stayed?
- As you compare this company with its closest competitors:
  1. What advantages does this company have?
  2. In what ways is the competition pulling ahead of us?
- How do you compare my experience and qualifications to what your needs are today?
- Do you have any concerns about my ability to do this job? In your opinion, what specific aspects of my background make me right or wrong for this position?
- (If new management has come on board with the company) How has the new leadership affected the dynamics of this company?
- On a one to ten scale, how would you rate the employee morale at this company?

What could I show you or tell you right now that would convince you that I am the right one for this job?