

INTERVIEWING

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INTERVIEW QUESTIONS TO ASK EMPLOYERS

Interviewers will typically ask you if you have any questions for them after they finish asking you questions. You should always have questions prepared to ask during this portion of the interview. These questions should relate to the specific requirements of the job and/or should show you've done research into the organization. Avoid asking questions that has an obvious answer through basic research on the company.

The list below provides some questions to consider asking in the interview. In addition, be sure to ask questions that are specific to the company.

ABOUT THE JOB

- What are some of the skills and abilities necessary for someone to succeed in this job?
- What do you consider to be the most challenging aspects of this job?
- How is performance measured and reviewed?
- What are some objectives you would like to see accomplished in this job?
- What might my initial duties be? How will they change over time?
- What is your method of training and orienting new employees?
- Can you describe a typical day for someone in this position?
- What is the top priority for someone who accepts this job?

ABOUT THE DEPARTMENT/COMPANY

- How many employees are in this department?
- Who are the other persons with whom I would work in this position?
- With what other key individuals/groups does this person interface?
- Could you explain your organizational structure to me? Where does this position fit in the organization?
- Can you describe your management style?
- How would you describe your work environment or culture?
- What is the company's policy regarding ongoing training and education so that employees can keep up with their skills or acquire new ones?

ABOUT THE FUTURE

- What are the company's future growth/expansion plans?
- What are major changes in the industry, and how is the company responding?
- What do you think is the greatest opportunity facing the organization in the near future?
The biggest threat?

Be aware that there are also questions that should be avoided in the interview. See the back of this document for information about questions to avoid asking.

QUESTIONS TO AVOID ASKING AN EMPLOYER

What is the salary for this job?

- Do not ask about salary until the interviewer has raised the subject! This may not happen until the second interview or until a job offer is extended.
- As curious as you may be, you must be patient or risk leaving the impression that you are more interested in money than in being a team player.
- Waiting to discuss this topic until a job offer is extended may grant you more negotiating power regarding salary than if discussed at an earlier point while the employer is still considering other candidates for the position.

How much vacation and sick leave will I get?

- Asking about these issues makes it seem as if you are asking for time off before you have even started the job.
- You should be briefed on benefits at the appropriate time. If not, you may ask, "What are the benefits associated with this position?" when the salary issue has been raised. You could also consider checking the organization's website for information regarding benefits.

How quickly could someone in this position be promoted?

- This question is impossible to answer. Promotion depends on timing, such as growth and turnover, and your performance. This cannot be determined in advance of an evaluation of your performance on the job.
- An alternative question could be, "What are some opportunities for growth?"

Is there the possibility of working from home some days?

- If the position involves remote work, this will be indicated in the job description.
- If it is clear that this position is intended to be filled on site, this question can raise concern about why you asked to work from home.

So, did I get the job?

- The employer will typically update you on the status of their decision sometime after the interview.
- In order to gain an understanding of when you might be notified of their decision, it can be helpful to ask, "What are the next steps in this process?"
- Always wait for the employer to provide this information rather than asking this question. If you have not been contacted by the employer by the time they indicated, it can be helpful to simply follow up by asking if there is anything else you can provide them in this process.