

# QUESTIONS TO ASK AN INTERVIEWER

(Circle 2 to 3 Questions to ask. Then ask #12. My favorites are #1, #5, and #9.)

## JOB RESPONSIBILITIES AND THE DEPARTMENT

1. What are the primary/most important job duties I would be performing? (If some of these were already covered in the interview, state what you already know - you will look like a good listener - and then ask if there are other important duties that were not mentioned).
2. What are the skills and attributes necessary for someone to succeed in this job?
3. Who would I report to?
4. How does your department fit into the overall structure of the company?
5. What made you decide to start working at this company? What do you enjoy most about working for this organization? How did you get where you are today? (Ask one of the 3 questions or all if you have time and things are flowing)
6. What strengths did the last person in this position have and what happened to them?

## EXPECTATIONS

7. What would be the first big projects that I would be responsible for?
8. What are the most challenging aspects of this job?

## THE COMPANY

9. What are the biggest challenges facing your department/organization in the next year/future and what role would I play in assisting with them?
10. What are a few things that your organization has done recently to recognize your employees?
11. What can you tell me about new products and plans for growth?

## NEXT STEPS (ASK THIS!)

12. What are the next steps of the interview process?
  - a. What is the timeframe for making a decision?
  - b. (If necessary) Is there another interview?

**AS YOU LEAVE:** *"I am very excited about this job opportunity and contributing to your organization. I appreciate the opportunity to interview with you. It was nice meeting you and I look forward to hearing from you soon."*

## REMINDER:

- Get everyone's business card and names!
- Smile like that guy in the Old Spice "I'm on a horse" commercial.

## 7 GO-TO STORY KEYWORDS

ACCURACY AND ATTENTION TO DETAIL 1. \_\_\_\_\_

ADAPTABILITY AND FLEXIBILITY 2. \_\_\_\_\_

COMMUNICATION 3. \_\_\_\_\_

CREATIVITY 4. \_\_\_\_\_

CUSTOMER FOCUS 5. \_\_\_\_\_

ORGANIZATION AND TIME MANAGEMENT 6. \_\_\_\_\_

TECHNICAL ABILITY 7. \_\_\_\_\_