



Do You Have Any Questions?

Usually at the end of the interview, the interviewer will ask you if you have any questions about the position or company. If you say no, like many candidates do, you will miss out on the opportunity to:

- Make a positive impression on the employer
- Decide if the job is a good fit for you
- Use the information to explain why you are a good fit for the position



If you ask thoughtful questions, you can show the employer that you:

- Care enough to do some research
- Are interested in working for the company or organization
- Are confident and are able to assert yourself appropriately

Preparing Your Questions

As you are researching the company prior to your interview, you will probably think of some questions that you would like to ask about the job or the company.

Most employers will expect you to come prepared with a list of questions and add to it throughout the interview. When the employer invites you to ask questions, quickly review your list and ask any of the questions that haven't already been answered yet.

There is no correct number of questions to ask in an interview, but usually 2 to 4 well-chosen questions are enough to demonstrate your interest without taking up too much time. Pay attention to the interviewer's non-verbal cues when you ask your first couple of questions. If you sense that asking more would be inappropriate, than save the rest for a follow-up interview or until you are offered the position.

Avoid asking questions about salary, benefits or vacation time unless the employer mentions them first. You want the interviewer to know that your main concern is the benefit you can bring to the company, not how big your paycheck will be. Typically you should wait until you are offered the position before bringing up these types of questions.

You may be able to use the interviewer's response to your questions to help you show why you are the best one for the job. As they respond, jot down key words and refer to them when you summarize your skills at the end of the interview or during follow-up. This will help you to create a clear picture of why hiring you would benefit the company.



Try using the following as a guide to help you create your own questions while doing your research:

Questions about the Organization

- What are the organizations biggest challenges?
- How would a person in this position be involved in meeting those challenges?
- What are the company's long-range plans?
- How does the organization support professional development?
- What is the organization's management style?
- What are the prospects for advancement within the organization?

Questions about the Position

- What are the key responsibilities of the position?
- How would you describe the ideal candidate?
- How does this position fit into the company?
- Could you describe a typical work day, or week, in this position?
- What immediate projects or tasks would I be working on?
- Is this a new position? If not, what kind of position has the previous employee moved on to?
- What training programs are available to new employees?
- Who would my immediate supervisor be? How would you describe their management style?
- How soon after being hired would I expect a performance review? What process is used?



Questions about the Work Environment

- What do employees enjoy most about working here?
- What key values or attitudes does the organization look for in people to hire?
- How is success measured in the company?
- How would you describe the culture of the organization?

Keep in mind that an interview is a two-way conversation. Not only is the employer assessing you, but you should be assessing whether or not you would like to work for the company. Use the employer's invitation to ask questions as an opportunity to demonstrate your interest and find out more information that will help you make a good decision.