

Questions You Might Ask an Interviewer

Questions asked during an interview should be meaningful. Don't ask if the answer does not matter to you--the interviewer will pick up insincerity. Always prepare a list of questions to ask the employer to demonstrate your interest in the job/employer.

1. A good opening question is to ask the interviewer to define more clearly the job responsibilities and the kind of person the interviewer is seeking. For example, "What are the responsibilities involved in the position?" "Could you describe the normal daily routine in this position?" "What are some of the qualifications you would expect the right candidate to have?"
2. To whom does this person report and how much supervision does the person receive?
3. Do you have a formal training program? When does it begin? Could you describe the training process?
4. Is this a new position or has someone left the position?
5. What is the potential for advancement for someone with my background and qualifications?
6. How much contact with other departments and with upper management is involved in this position?
7. Do you have a formal performance review process? If so, how often is it conducted?
8. Does the company encourage (or pay for) continuing one's education in the job field?
9. After training, how much supervisory and decision-making responsibility would there be?
10. Is the position more task-oriented or people-oriented?
11. How much independence in terms of dress, appearance, and working hours is allowed?
12. Do you tend to promote from within?
13. Does your organization transfer employees from one division or department to another or from one functional field to another?
14. How much travel is normally expected in this position?
15. Is a car provided to traveling personnel?
16. What is the average age of your first level supervisors? Your top management?
17. How frequently do you relocate career employees? How much input on geographical location is given to the employee?
18. If the position requires relocating, can you suggest sources of information on the locale, housing market, schools, etc.?
19. When would I be expected to begin work?

