

WINNING QUESTIONS TO ASK

Interview etiquette requires that you, as the applicant, allow the interviewer to direct and control the first part of the interview. The interviewer takes the lead in asking the questions about your work experience, education, skills and attitude.

However, at some point, the interviewer will turn to you and ask if you have any questions. You must be ready with questions that demonstrate your business judgment and maturity.

Here are some questions that may be appropriate to ask. Review these questions before each interview and decide which ones apply to your situation.

1. Why was this position created?
2. What would be my primary duties initially? How will these change over time?
3. Tell me how this job fits in with other jobs.
4. What is the most difficult part of the job?
5. Why did the previous person in this position leave?
6. What are the expectations of the supervisor?
7. What freedom would I have in getting the job done?
8. Describe the type of person who does well in this organization/office/unit.
9. How would you describe the management style of the company as a whole?
10. Can you tell me how my performance will be evaluated?
11. What do you see as my greatest strengths and weaknesses in terms of this position?
12. When will you be making your decision to fill this job?

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