

QUESTIONS FOR YOU TO ASK EMPLOYERS

Your research of an organization or position may not provide all of the information that you will need before you take a job. Listed below are sample questions that you may want to ask during the interview to supplement your research. Avoid asking questions that begin with is, are, and do. These questions lead to yes/no answers. Instead begin your questions with who, what, when, where, why, or how:

1. How would you describe the duties of the position?
2. How would you describe a typical day and/or a typical week in this position?
3. How much travel is normally expected?
4. How frequently do you relocate professional employees?
5. Why are you looking to fill this position? (Is it a newly created job? Did the previous employee leave? Why?)
6. What are the things you like least/most about working here?
7. What is the average stay in this position?
8. Outside my department, with whom will I work?
9. Who would my supervisor be and what is his/her management style?
10. How does one advance in the organization?
11. How often are performance reviews given?
12. About how many individuals go through your training program each year?
13. Will you describe [my supervisor] to me? (The personality of a ranking officer often reveals a lot about the company philosophy).
14. How many people are you interviewing for this position?
15. If I were extended an offer of employment, how soon after this would you like me to start?