

QUESTIONS TO ASK AT AN INTERVIEW

An interview is meant to be a two-way street. The hiring manager is interviewing you to determine whether you're the best fit for the job. At the same time, you should be asking questions to determine whether you would be happy in the position or with the company. This is a great opportunity to set you apart in a positive way from other people being considered for the job.

- ❑ What do you feel are the necessary skills needed to be successful at this position?
- ❑ How have previous employees in this position demonstrated these skills?
- ❑ Tell me more about the orientation and training program that I will be given?
- ❑ What type of recurrent or ongoing training does the company encourage?
- ❑ May I see a copy of the job description?
- ❑ What future plans are there for my department? Do you see any major changes coming soon? How will my responsibilities be growing or changing?
- ❑ What are the steps for advancement and growth from this position?
- ❑ What can you tell me about the turnover ratio typical for this department?
- ❑ What brochures and information do you have about your company?
- ❑ What is the performance evaluation process?
- ❑ What can you tell me about the company's benefit plans?