

**Asking Good Questions in a Job Interview**

Evaluate an opportunity wisely and show appropriate interest by asking questions like these in your next interview.

***About the position you’re seeking:***

1. How would you describe the ideal candidate for this position? What characteristics describe people who have been successful in similar jobs in this company?
2. Please describe in more detail the specific duties and responsibilities of the position.
3. What are the biggest problems to be tackled and conquered – over the first 90 days and over the first year?
4. What would be my first task in this position?
5. How much decision-making authority and autonomy does this position hold?
6. How will performance be evaluated, and by whom? Is there a specific performance evaluation model you follow or benchmarks you use? How often is performance evaluated?
7. After I prove my value to the firm, where might I be in five years?

***About the company:***

1. What is the company’s value proposition?
2. What strategic advantages does the company – and its main competition – have?
3. Who do you consider to be your biggest competitor?
4. What distinguishes you from other companies in your industry?
5. Where is the company headed in the next 3-5 years?
6. What new markets is the company considering?
7. Is the company planning any new products/services/offerings? How would that affect this position?
8. What industry-wide trends are likely to affect your company?
9. What motivated you to join the company?
10. If you could change one thing about the company, what would it be?
11. Are any mergers or acquisitions planned for the near future?

***About the company and employees:***

1. Does your company encourage ongoing training and education for its employees? How?
2. What is your company’s practice on organizational memberships and participation in conferences, trade shows, training events, etc.?
3. Please tell me about the company culture.
4. How would you describe your company’s personality and management style?
5. How does the company’s management style affect the work environment?
6. Please describe the work group or department I would be joining/leading.
7. In what way would you see me complementing the existing group/department?



***About the hiring process:***

1. Do you have any reservations about my ability to do a great job? If so, how critical are they, on a scale of 1-10?
2. What is the next step in the interview process?
3. When do you expect to make the decision?
4. Who will make the decision?
5. What have I forgotten to ask?