

QUESTIONS TO ASK THE INTERVIEWER

Use the interview as an opportunity to gather as much information as possible about what you should expect if you were to be hired as a new employee. Even more importantly than discussing salary and benefits, it is essential that you find out what the job entails, decide whether or not you see yourself fitting into the organization, meet your potential supervisor and co-workers and decide if they are the kind of people you want to work with, and look at whether your skills and interests match with the position available.

Here are some sample questions to ask the employer:

- Please describe a typical day in this department.
- **What are the day-to-day responsibilities of this position?**
- What do you see as the greatest challenge in the position?
- What type of training program do you offer new employees?
- **What are the skills most essential for success in this position?**
- How does this position fit into the overall corporate structure?
- What opportunities exist for mentorship within the organization?
- How much freedom and responsibility is given to new employees?
- What is the retention rate of people in this position?
- **What opportunities exist for professional growth and development?**
- What are the typical career paths? What are realistic time frames for advancement?
- **Can you explain the performance review process?**
- What is the company's plan for future growth?
- What makes your organization different from your competitors?
- **How do you feel my experience and skills match up with your needs?**