

# QUESTIONS TO ASK THE INTERVIEWER

## LEARN ABOUT THE JOB, TEAM, AND CULTURE

A job interview is an opportunity for a company to learn more about you. It is also your chance to find out what you need to know about them and the position to make your own well-informed decision. Use the opportunity to impress them with smart questions that show both your interest and knowledge about the company and the industry. Excellent questions might be highly specific to the role and/or the company. For example, for a Project Manager role at a pharmaceutical company, a question that demonstrates both your knowledge and passion could be the following: “I know the recent US regulatory change is affecting the way pharmaceutical companies collect and store patient data. How has ABC Company been adapting to the change so far?” Other questions might help reveal internal priorities and culture, such as “How do people in your Marketing department gain a greater understanding of priorities in other divisions like Product Development and Manufacturing?”

Below are suggested questions to help you learn more about the opportunity and impress your interviewer. The type of question you ask will vary depending on who your audience is – the HR recruiter, the hiring manager, or the manager’s manager, for example.

### QUESTIONS FOR HUMAN RESOURCES OR RECRUITER

1. To whom does this position report?
2. Can you describe the organization’s structure?
3. How would you describe the current priorities in this department and for this manager?
4. What should I expect as the next step in this process?

### QUESTIONS FOR THE HIRING MANAGER

1. What do you see as the most critical issues and challenges facing you and the person in this position? What would be the costs of not addressing those issues?
2. How do members of your team grow and learn professionally? Is there formal professional development or a shadow program here?
3. How would you describe a typical day in this position?
4. How is performance evaluated and how often?
5. What are the strengths of the current team and what are current opportunities?

6. What are your goals and vision for this department?
7. Can you tell me about some of the members of this team who really excel? What makes them stand out?
8. What are your 60 / 90 / 120-day goals for this position?
9. How would you describe the company's overall management style? Your management style?
10. How do you incentivize your team to go above and beyond what is expected?
11. How does this position and this department interact with other departments?
12. What do you feel are the most important skill/experiences needed to succeed in this role?
13. How much autonomy will I have in this role to make decisions?
14. What changes to the culture would you like to see?
15. What is different about working here versus anywhere else you have worked?
16. What would you expect the first assignment to be for the person in this role?
17. Do you need more clarification on anything about my background? Is there anything that concerns you?
18. What are the next steps in the interview process?

## QUESTIONS FOR COLLEAGUES & PEERS

1. What is it like to work here?
2. What do you like most/least about working here?
3. How would you describe the culture or your department? Of the organization?
4. What is most rewarding about working here?

## QUESTIONS FOR THE MANAGER'S MANAGER

1. How much input into decision-making would I have on my team and across the organization?  
i.e. How much impact would I be able to have on the organization?
2. What do you see as the most critical issues facing you and the organization at this time?

**DO NOT ASK QUESTIONS THAT ARE EASILY ANSWERED BY DOING RESEARCH ON THE COMPANY'S WEBSITE, LINKEDIN, OR THE INTERNET. Doing so is a sign that you have not done your due diligence or perhaps lack motivation.**