

**Questions to Ask in an Interview**

Position Description

* Would you describe the duties of the position for me, please?
* Can you tell me about the primary people with whom I would be dealing?
* Is this a newly created position? If not, how long did the previous person hold it? Was the previous person promoted?
* What support services are available to carry out the responsibilities of this position?
* To whom would I be reporting? Will I have management responsibilities?
* How and when would my performance be evaluated?
* Could you describe a typical day?

Career Paths

* Can you tell me about the career path this position offers?
* Where does this position lead? How does it fit into the organization?
* Could you tell me about the people who have preceded me in this position and in the department? Where are they now, and what are they doing?
* How are promotions or transfers determined within the company?
* Does advancement to upper management usually require an advanced degree?

Education & Training

* What additional training might be necessary for this position?
* Are there training programs available to me so that I can learn and grow professionally?
* Does the organization support further college education for its employees?

Judgment Questions for Interviewer

* What kind of personal attributes and qualifications does your company value?
* What characteristics are important for this position? What do you consider ideal education/experience for this position?
* What is the most significant challenge facing your staff now? Is there anything unusually challenging about this position?
* What have been some of the best results produced by people in this position?
* What are your projections for this department/position for the next year? (Specify type of projections, e.g. sales, production, products, profits, etc.)
* What are some ways that previous people have had an impact?
* What do you see ahead for your company in the next five years?
* What are your plans for expanding the (research, programming, etc.) departments?

General Questions for Interviewer

* Are there any questions about my qualifications (resume) I can answer?
* What are the backgrounds of the leading individuals in my area of interest?
* Are there any other assignments not specifically mentioned in the position description?
* Can you tell me a little about your own experience with the company?
* When do you expect to make a hiring decision for this position?