

Sample Questions to Ask in an Interview

Be prepared to answer questions! Most interviews end with the interviewer asking, "Do you have any questions?" Ask intelligent questions that show you're informed and well-prepared.

1. Would you describe a typical work day and the things I would be doing?
2. How will I be trained or introduced to the job?
3. Why is this position open?
4. How often has it been filled in the past five years? What were the main reasons?
5. What would you like done differently by the next person who fills this position?
6. What are some of the objectives you would like to see accomplished in this job?
7. What is most pressing? What would you like to have done in the next 3 months?
8. What are some of the long term objectives you would like to see completed?
9. What are some of the more difficult problems one would have to face in this position?
10. How do you think these could best be handled?
11. What type of support does this position receive in terms of people, finances? etc?
12. What freedom would I have in determining my own work objectives, deadlines, and methods of measurement?
13. What advancement opportunities are available for the person who is successful in this position, and within what time frame?
14. In what ways has this organization been most successful in terms of products and services over the years?
15. What significant changes do you foresee in the near future?
16. How is one evaluated in this position? What are the opportunities for growth and promotion?
17. What accounts for success within the company?
18. I want this job. Would you consider hiring me on a 30 day trial period so I can prove myself?
19. What could I say or do that would convince you to offer me this job?

These questions are presented only as interviewing guidelines. They are meant to help you prepare for the interview. Some questions may or may not be appropriate for your interviewing situation.

By practicing your responses to some of these questions, hopefully you will not be taken off guard if asked one of them. Most importantly, relax, go with the flow, and before you know it, you'll be in your next job.