

# INTERVIEW QUESTIONS

## Questions You May Ask

- Why is this position available? Is it a newly created position, or would I be replacing someone? Why did the predecessor leave this position?
- Describe a typical workday and the things I'd be doing.
- What duties are most important for this job? Least important?
- What would I be expected to accomplish in the first six months on the job? In the first year?
- How would I be trained or introduced to the job? Is there any type of mentoring and/or orientation program?
- What opportunities are there for professional development?
- Are employees encouraged to be active in professional organizations? If so, how is this promoted?
- What are the department's goals for the year?
- How will I get feedback on my job performance/ And will there be frequent performance reviews?
- What is the company's general strategy for growth and expansion?
- What are the toughest challenges you face in your company?
- If you were to offer me this job, where could I expect to be five years from today?
- Could you give me a tour? I'd enjoy seeing where people work.
- Would I be responsible for an annual budget? If so, what is it? In the past, how has that budget been handled/distributed?
- What is it that brought you to this company? What is it that keeps you here?
- What is the next step in the hiring process for this position? When do you expect to make a decision?

## Questions To Never Ask

- What does your company do?
- Are you (the interviewer) married?
- Can you guarantee me that I will still have a job a year from now?
- The job description mentions weekend work. How often would I be required to work weekends?
- How can you determine my qualifications in a short interview?
- How am I as a candidate?
- What is the zodiac sign of your company's president?
- Do you offer free parking?
- What do you mean by "relocate"?
- What does this company consider a good absenteeism record?
- Do you reimburse the cost of getting an MBA?
- Can you tell me about your benefits package and retirement plan?
- How much does this position pay? What is the starting salary?
- How well do the employees get along? Do they go to Happy Hours after work?