QUESTIONS TO ASK

1.) If hired, would I be filling a newly created position, or replacing someone?

2.) Was my predecessor promoted?

3.) Would you describe a typical workday and the things I’d be doing?

4.) Which duties are most important for this job? Least important?

5.) How would I be trained or introduced to the job?

6.) How long should it take me to get my feet on the ground and become productive?

7.) How is the job important to the company –how does it contribute?

8.) What are the department's goals for the year?

9.) How many people work in your department? In the company?

10.) Who are the people I'd be working with and what do they do?

11.) Can someone in this job be promoted? If so, to what position?

12.) How would I get feedback on my job performance, if hired?

13.) If hired, would I report directly to you, or to someone else?

14.) Has the company had a layoff in the last three (3) years? If so, how long was the layoff and was Everyone recalled.

15.) In this company owned by any other company?

16.) What major markets does this company (or parent company) compete in?

17.) Are actual sales for the company ahead of last year's sales?

18.) If you were to offer me this job, where could I expect to be in five years?

19.) What do you consider to be my weaknesses? Strengths?

20.) Could you give me a brief tour? I'd enjoy seeing where your people work.

21.) What could I say or do to convince you to offer me this job?

22.) I want his job. Would you consider hiring me on a 30-day trail period to prove that I could do the job?

As submitted by: WorkOne Richmond