

WHAT QUESTIONS SHOULD I ASK

1. How many people have worked in this position during the past 3 years
2. How has the position changed over the last 2 years
3. Why is this position open?
4. What kinds of systems and equipment are used?
5. How does this position fit in the overall framework of the company?
6. How does the department that is seeking to hire someone fit in the overall picture of the company?
7. Will this position lead to advancement and growth?
8. What are the most important skills needed to do this job?
9. What kinds of educational and training programs are offered?
10. Does the position include travel?
11. How many individuals will I report to?
12. Could this position lead to a transfer to another city?
13. Will the person I replace stay to do training?
14. What will the starting salary be for this position?
15. When will the position become open and when will the final decision be made?

REMINDERS

- Never discuss the subject of salary, benefits, vacation and sick leave before the end of the interview unless the interviewer brings it up earlier in the discussion
- DO NOT ask personal or challenging questions that may make the interviewer feel uncomfortable
- Keep your questions short and to the point