Questions for the Employer

The interviewer is not the only one who asks questions in an interview. Asking questions demonstrates your interest in the opportunity. In addition, it is during the interview that you can also find out information that will assist you in deciding if this is the right opportunity for you. A helpful hint is to avoid any questions you could have found out yourself or that they have already told you.

Here is a list of questions you may wish to consider.

1. Would you please describe what a typical day on the job would look like?
2. What are the top priorities of the job for successful candidate?
3. What is the first task or problem that would need attention?
4. What are other areas to be improved?
5. How has the job been performed in the past?
6. What are other things to be done by the successful candidate that are not a formal part of the job?
7. What type of training is provided (i.e. is it structured/formalized)?
8. How much autonomy would I have in the position?
9. What would you like to say about the new hire a year from now?
10. Why is this position vacant? What happened to the person who previously held this job?
11. Typically, how long have people stayed in this position?
12. What kind of personal characteristics are you looking for? Risk-taking? Entrepreneurial? A team player?
13. Can you describe the environment and values here?
14. What significant changes do you see in the company/industry/department in the future?
15. What do you see as the department's strengths and weaknesses?
16. What is the organization's plan for the next three years and how does the department fit in?
17. What kinds of employee achievements are recognized by the company?
18. Who would I be reporting to what is their supervisory style?
19. Is there a current organizational chart available?
20. May I meet the other people who work in the area?
21. Do you have any reservations about my qualifications?
22. Can I clarify anything more for you about my skills, education or experience?
23. What's the next step in the process?
24. When do you expect to make a decision on the successful candidate?
25. Does the position involve working with other parts of the organization?
26. What are the major responsibilities of this position?
27. Describe the ideal candidate for this position.
28. With whom would I collaborate on problem cases?
29. What do you see as the key issues/ challenges facing the person in this job?
30. How would you describe a typical client in this practice?
31. What do you like most about your job and this organization?
32. How has this facility been affected by all the changes in the . . . industry?
33. What is the time line for filling this position?
34. Will there be additional interviews?
35. When can I expect to hear from you?