
Questions To Ask At The Interview

You should find out as much as you can about the job and the company prior to the interview. If there remains a void in an important issue you would like to know or clarify, then this is your opportunity. It's a good idea to show your interest by asking an intelligent question.

Remember, questions about salary and benefits are not appropriate at an interview. Don't ask these types of questions until after they offer you the job. But know what you are worth.

End on a positive note. Thank them for their time and for meeting with you.

Listed here are some sample questions, but not all are appropriate for every field.

Questions about the Job:

1. Can you describe a typical day in this job?
2. Could you identify the most important skills to being successful in this job?
3. What do you see as the most challenging aspect of this position?
4. Can you break down this job into specific functions or tasks?
5. Why is this position available? (Their answer might be expansion, growth, parental leave)
6. Typically, when an employee advances from this particular job, what position would they get?
7. Can you describe what is required to move ahead in the department?
8. What do you see as a realistic learning curve for this position?
9. How might I expect to receive feedback on my performance in this role?
10. Could you share with me what you believe to be the most rewarding aspect of working in this department/or in this role?
11. When should I expect to hear back from you on your decision?
12. Can you tell me about your background and how you attained your position?

Questions about the Company:

1. I noticed on your website that you have a branch office in British Columbia. Do you anticipate opening another office in the future and where it will be located?

2. I noticed the wall plaque in your lobby that you received an award for (green technology). Can you tell me a little more about that because I'm very interested in that field?
3. I read an article about your involvement in (topic/company). Can you tell me what your next major project will be? Or what area you are looking to be involved with in the future?
4. Does your organization support employee professional development or further education?
5. Where do you see the next area for growth with your organization?
6. What was the last big change at your company? How was it implemented?
7. Can you describe what is required to move ahead in the company?
8. Could you give me an example of how a successful employee has moved ahead?
9. Could you share with me what you believe to be the most rewarding aspect of working at your company?

In order to ask relevant questions, you need to do as much research as you can about the organization. You don't want to ask questions where answers can be found out quite easily by doing a little research.

For research, use the Library, the Scott's and Fraser's Directory, trade magazines, the telephone directory, the company website, or visit the company in person. By visiting the company in person you may be able to pick up valuable information from the reception area such as seeing an award the company received, brochures on what they do, a newspaper article on a recent achievement, or you might meet the hiring manager, by chance. You might also ask for their year-end report.