

## Good Questions to Ask in an Interview

### Duties and Requirements

- How would you describe the responsibilities of the position?
- What are the biggest challenges of this job?
- How would you describe a typical day in this position?
- What is the typical work week?
- Is overtime expected?
- What's the most important thing I should accomplish in the first ninety days?
- How much travel is expected?
- Is relocation a possibility?

### Office Structure

- How many people work in this office/department?
- Who does this position report to? If I am offered the position, can I meet them before making my final acceptance decision?
- What is the company's management style?
- Do you have a policy for helping new members of the team get on board?

### Culture

- What are the biggest rewards of the job and working for this company?
- What is the best part of working for this company?
- What's your least favorite part of working here?
- What type of background do you feel would be best suited for success in this position?

### Promotion

- Why is this job available? Is this a new position? If not, what did the previous employee go on to do?
- What are the prospects for growth and advancement?

- How does one advance in the company?
- Are there any examples of a career path beginning with this position?
- Do you provide professional development opportunities?

#### Mission and Vision

- How would you describe this company's values?
- How has the company changed over the last few years?
- What are the company's plans for growth and development?

#### Miscellaneous

- Is there anything I should have asked you about?
- Do you have any reservations about my qualifications?
- Is there anything I clarify for you about my qualifications?
- If I am extended a job offer, how soon would you like me to start?
- When can I expect to hear from you?