



Suggested questions to ask during an interview:

1. What skills do I need to demonstrate to be successful in this position?
2. "I saw in your web site that . . ."
3. How do you distinguish yourself from your competitors?
4. What do you consider key characteristics of successful people in your organization?
5. What are some changes currently going on the firm?
6. How would you describe your company's culture?
7. How would you describe the job cycles - weekly, quarterly, and annually?
8. Describe your expectations of the right person in this opportunity?
9. If I was hired today, what would be the most pressing tasks to be accomplished?
10. What are you looking for in a person that you need to fill this position?
11. What do you find to be the most challenging aspect of the position?
12. How long have you been with the company?
13. What do you like most about working here?
14. How can I add value to your organization?
15. How do the position and the department contribute to the overall company mission?
16. How can I make the biggest impact in this position?

Note: Focus on the position, department, and company with your questions. Avoid asking about salary, benefits, turnover, overtime, etc. as these questions will NOT impress the interviewer.

Also – be prepared to DISCUSS the answers that the interviewer gives you... there should be a discussion/dialogue regarding what they have said to your questions. You must make the interviewer feel that there was an important reason as to why you asked them a question.