



## INTERVIEWEE QUESTIONS

### GENERAL TOPICS

- What is the financial stability of this company?
- What future changes do you see this company?
- In what direction do you see your company going in the future?
- Who are your competitors?
- How successful have you been with marketing your company's product?
- What plans does the company have for becoming more competitive in this industry?
- What makes your company different from the others?

### CAREER MOTIVATION

- Why did you accept work with this company?
- How long have you been employed with this company?
- Why do you continue to work for \_\_\_\_\_ organization?
- What do you like most/least about your company?
- Would you want your son/daughter to work for this company too?
- What makes your association with this employer enjoyable?
- What are you really hiring me to accomplish?
- Why should I take this job (or work for your company)?

### ANTICIPATED JOB RESPONSIBILITIES

- If I were hired by your organization for this position, what duties would I be performing?
- What will be expected of me in this position?
- How does my job fit with the mission of the organization, company performance, or profitability?
- How do you know when to hire additional staff?
- How much responsibility will I have?
- Why is this job important to your company?
- What will I be contributing to the organization?
- What do you wish you knew about the company before you started?
- What would you change about the position, if you could?

### WORK ENVIRONMENT

- What were your personal experiences on this job?
- Will I be on a team, or in a group?
- How much freedom am I given to solve problems with my own methods?
- What help is available to me when my methods fail?
- Is this a new position? If yes, why was it created? If no, why did the other person leave?
- What is your company really like?

### QUALITY OF WORK

- What differentiates your company from your company?
- Do you get repeat business from your customers?
- What are the ethical and environmental philosophies of your company?
- What has been the history of turnover among recent hires in the company?
- What is the company's philosophy towards their employees?
- What is the relationship of this organization to the local community?

### **PERSONALITY FACTORS**

- What can I do with my education and training for your company?
- What values are sacred to this company?
- What would cause me to leave this company?
- How mobile can I be?

### **PRODUCTS AND SERVICES**

- Has the company thought of going in the direction of \_\_\_\_?
- What impact will the \_\_ (current topic ie: environmental legislation) have on the company?
- What impact did your recent service change (or logo, product, market blitz, merger etc.) have on your business?
- What do you see as the biggest areas in the need of improvements within the company?

### **EMPLOYMENT TRENDS**

- What significant changes has the company experienced in the past year?
- What are short- and long-term strategic directions of the company?
- What have been the successes/failures of the company?
- What is the company doing to change for success in this changing global economy?
- What are the company's goals for the future?
- What is the greatest challenge, from your perspective, that the organization faces during the next year?

### **MEASURES OF WORK PERFORMANCE**

- How would you describe the most successful employees in your company?
- Can I expect opportunities for advancement with the company, if I work hard to prove myself?
- If I do well, what will I be doing in five years?
- How often will I be evaluated?
- Who supervises this position?
- What is the chain of command for this position?
- Where would my career progress from my first assignment?
- How does your company encourage their new hires to keep pace with advancing technologies?
- What characteristics do you possess that have made you so successful?
- What can I do within the first five years to help ensure my success within the company?
- What was your career path within the company?
- What feedback has been given to your company by recent new hires?

### **SALARY AND BENEFITS**

- What training would I receive if hired?
- What are the advanced educational opportunities with your organization?
- May I someday invest in the company?

### **INTERVIEW CLOSURES**

- How soon will I hear from you?
- What does your company want from successful candidates over another for this job?
- How do I prove myself and my commitment to the company?
- When would you want me to start in this position?

