

### **Questions to Ask During an Interview**

- Why is this position open? Is this a new position?
- Why did the person who held this position most recently leave?
- What do you see as the major responsibilities of this position?
- What kind of support or supervision does this position receive?
- What are the opportunities for professional growth?
- Tell me about my prospective supervisor.
- What personal qualities/characteristics are most important for success in this job?
- How is an employee evaluated and promoted?
- Describe a typical day on the job and the overall work environment.
- What are the most challenging aspects of this position?
- What qualities are you looking for in new hires?
- What kind of orientation and training is available for new employees?
- What are the organizations plans for future growth?
- What is the starting date for this position?
- Is there any travel required for this position?
- What are some of the other offices/employees with which I would work?
- Do you have any information available on the surrounding community?
- In what ways has this company been most successful in terms of products and services over the years?
- What are your organization's strengths and weaknesses?
- Why did you join and stay with this organization?
- Describe your typical client/customer/student.
- Describe how staff meetings are structured.
- Do you operate in a centralized or decentralized manner?
- Do you encourage creativity?
- What is the time frame for filling this position?