



Questions to ask the interviewer

Remember that interviewing is a two-way street. You are also interviewing the interviewer to determine if your needs would be met and if you would like working for the organization. Try not to ask questions about information easily obtained from the organization's web site. Questions to consider asking include:

- Where does the position fit within the organization?
- Who are the primary people with whom I would be working?
- What are some examples of the best results produced by people in this job?
- What are the opportunities for growth?
- What areas need the immediate attention of the person you hire?
- What skills are most valuable in this job?
- What are your plans for new products or services?
- How would you define your organization's management philosophy?
- What are you looking for in the person who will fill this job?
- Describe a typical day.
- What kind of training would I receive?
- How much input will I have in requesting certain assignments or projects?
- What activities could I engage in now that might help me on the job if I'm hired?
- How is one evaluated both formally and informally?
- Will a graduate degree be required in order to enhance my promotional opportunities after several years?
- What is the retention rate for people who have been in this position after one year? After two years?
- Has the organization had difficulty filling the position due to a lack of qualified applicants?

To assess your possible future work environment, you may want to ask:

- Why do you like working here?
- What types of support services are available for families?
- How important a role does teamwork play in your company?
- What opportunities for advancement exist in your company?
- What makes people want to stay here?
- How open are managers/supervisors to different viewpoints?
- How many minorities are in positions of authority?
- Does your company offer a mentoring program?
- What's the role of diversity at your company?