



Preparing for an interview? Be sure to plan a list of questions that you want to ask the interviewer. Write them down in advance and feel free to refer to them when you are asked if you have any questions during the interview.

Before creating your list, here are some things to think about:

1. **What is important to you?** When you are choosing to what company you wish to apply, keep in mind what you are looking for in an organization. The training they give new employees? Who is your supervisor? Where you would be located? How often you will be relocated? If there is something that is important to you when you are choosing an organization, and you can't find the answer you are looking for on the organization's website, ask about it during your interview.
2. **What do you know about the organization?** Don't ask the organization anything that can easily be found on its website. That said, you can always ask the interviewer about his/her experience in the organization, why he/she chose to work there, etc.
3. **What stage are you at in the process?** If you are in the first round of interviews, you will want to ask general questions about the company's strategy, career development opportunities, training, etc. In the second or third round of interviews, you will want to ask more specific details about your functional area.

For Any Time in the Process

- What is your management philosophy?
- What do you see as the current challenges for your organization/department?
- What do you see are challenges that your organization/department will face in the future?
- How do you measure performance? How often?
- How do you define success? What is most valued by the company of its employees?
- What is the next step that I should take to earn a position with your organization?

At the Interview(s): About the Organization

- What do you like most about working for this organization/department?
- How long have you been with the organization? What makes you stay?
- Do you have any regrets about your decision to work for this organization?
- I get the sense that your company's culture is very ____ (team-oriented, fast-paced, etc.). Is this an accurate assessment? What more can you tell me about the company's culture?
- How does this organization reward its people?
- How do you feel your company compares to your competitors?
- What are the opportunities for growth within this company?

At the Interview(s): About the Position

- What are the most immediate challenges of this job?
- What are the most important projects of the first 6 months?
- Why do some people succeed and others fail in this position?
- How do you think this role will evolve?
- What will be expected of me as a new employee?
- What may I expect of you as my supervisor?
- (If interviewing with your prospective supervisor): What is your management style? How do you make decisions? Like to communicate? Lead people?
- How do you manage success for yourself?

After You Have Received an Offer

- When do I need to let you know of my decision?
- When do you think you would like me to start?
- Will you be sending me a formal offer letter? If so, when do you expect that it will be sent?
- If I have additional questions, who would be my best point of contact?

Do Not Ask About Salary and Benefits Until After You Receive an Offer!!!