

Interview Questions to Ask the Employer

How would you describe the responsibilities of the position?

How would you describe a typical week/day in this position?

Is this a new position? If not, what did the previous employee go on to do?

What is the company's management style?

Who does this position report to? If I am offered the position, can I meet him/her?

How many people work in this office/department?

How much travel is expected?

Is relocation a possibility?

What is the typical work week? Is overtime expected?

What are the prospects for growth and advancement?

How does one advance in the company?

Are there any examples?

What do you like about working here?

What don't you like about working here and what would you change?

Would you like a list of references?

If I am extended a job offer, how soon would you like me to start?

What can I tell you about my qualifications?

When can I expect to hear from you?

Are there any other questions I can answer for you?

Interview Questions NOT to Ask

What does this company do? (Do your research ahead of time!)

If I get the job when can I take time off for vacation? (Wait until you get the offer to mention prior commitments)

Can I change my schedule if I get the job? (If you need to figure out the logistics of getting to work don't mention it now...)

Did I get the job? (Don't be impatient. They'll let you know.)