



QUESTIONS TO ASK IN AN INTERVIEW

WHY ASK QUESTIONS IN THE INTERVIEW?

- Demonstrates that you've researched the company and you're interested in gaining a better understanding of the organization, its challenges, and whether or not it's a good fit for you.
- Engages the interviewer in a positive conversation allowing you to build a connection.

THE QUESTIONS YOU ASK SHOULD COVER THE FOUR C'S

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| CONNECT | <ul style="list-style-type: none">• How did you come to work here?• What do you love most about working here? |
| CULTURE | <ul style="list-style-type: none">• What are the traits of the most successful hire you've made recently?• What are the traits of a recent hire that didn't succeed, and why? |
| CHALLENGES | <ul style="list-style-type: none">• What's the company's biggest challenge this year and how will this job help overcome it?• How will I measure my own performance so I know I'm positively impacting this challenge? |
| CLOSE | <ul style="list-style-type: none">• What additional skills or experience do you feel I need in order to be successful in this role?• What are the next steps in the process? |

The questions above were adapted from content created by J.T. O'Donnell's YouTube channel

ADDITIONAL QUESTIONS YOU CAN ASK TO FURTHER UNDERSTAND IF THIS POSITION IS RIGHT FOR YOU

- What is an average day like here?
- What is the history of the position?
- What aspects of this job would you like to see performed better?
- What are the key challenges or problems of this position?
- How can the duties of this position be expanded?
- Where can I go from here, assuming I meet/exceed the job responsibilities?
- How would you describe the ideal candidate?
- What are the employer's short- and long-range objectives?
- What are some outside influences that affect company growth?
- Where does the company excel? What are its limitations?
- When and how will I be evaluated? What are the performance standards?
- With whom would I be working? Who would be my supervisor? Who would I supervise?
- What is the department's environment/culture like?
- When will you make the hiring decision? May I call you for the decision? When is a good time?

**BE FLEXIBLE WITH THE QUESTIONS YOU ASK; SOME MAY HAVE ALREADY BEEN ADDRESSED BY THE INTERVIEWER.
REMEMBER, THE KEY IS TO ASK SMART AND SPECIFIC QUESTIONS TO ENGAGE IN A POSITIVE CONVERSATION!**