

Career Development Office

SAMPLE QUESTIONS TO ASK AT AN INTERVIEW

Brock University

Questions to Ask in an Interview:

- How would you characterize the management philosophy of this organization? Of your department?
- 2. What do you see as the key goals for company during the next five years?
- 3. Will you be entering any new markets in the next couple of years? Which ones and via what types of distribution channels?
- 4. How many people work exclusively in this department?
- 5. If I am successful in securing this position, whom will I be reporting to?
- 6. What are the department's specific objectives for the next three months?
- 7. Could you describe a typical day in this position?
- 8. How advanced / current is the hardware and software I will be expected to use?
- 9. How much day to day autonomy will I have?
- 10. How would my performance be measured?
- 11. What are the organization's strengths, and what challenges does it face?
- 12. What qualities are you looking for in your new hires?
- 13. What is the company doing to remain ahead of your competitors?
- 14. What are the most immediate needs in this position over the next few months?

Helpful Interview Tips:

- Always prepare questions to ask. Having no questions prepared sends the message that you have no independent thought process.
 Prepare between 3 - 5 questions.
- Some of your questions may be answered during the course of the interview, before you are offered the opportunity to ask. If so, you can simply state something to the effect that you were interested in knowing about ..., but that was addressed during the interview. You could ask for additional clarification if applicable
- Do not ask questions that are clearly answered on the employer's web site and/or in any literature provided by the employer to you in advance. This would simply reveal that you did not prepare for the interview, and you are wasting the employer's time by asking these questions.
- Never ask about salary and benefits until those subjects are raised by the employer.



Source: www.careerprocanada.ca



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More Questions:

- 20. Are there any other questions I can answer for you?
- 21. What do you like about working here?
- 22. What type of internal and external training do you provide?
- 23. What is your organization's commitment to diversity?
- 24. When will you be making a decision on this position?
- 25. Is there anyone within your organization who is considered to be a thought leader within the industry? What is it about that person that makes him/her a thought leader?
- 26. How are new strategic initiatives communicated to the organization?
- 27. Do you have strategic planning within your organization? How often is it done? Who participates? What is the typical planning time horizon?
- 28. Is your department considered to be a profit center or cost center? What are the financial expectations of the department?
- 29. What would you consider to be exceptional performance from someone performing in this position in the first 30 days?
- 30. Do you have control over your own budget? How is the initial budget amount determined?

- 16. What do you consider to be the company's strengths and weaknesses?
- 17. What are the attributes of the job that you'd like to see improved?
- 18. What areas of the job would you like to see improvement in with regard to the person who was most recently performing these duties?
- 19. How would you describe your own management style?





