Questions to Ask

The job interview is your time to find out if this is the right job for you. To determine that, prepare your own list of questions to ask during your interview. Your list might start with some of the questions below. Blank areas have been added so that you can take notes and add your own questions.

>>> To find out more about the job duties, consider asking:

What is the primary goal or responsibilities of this position in the first year?

What is a typical day like for someone in this position?

With whom will I work in this position?

How are my job duties and priorities established?

What resources will I have access to that will help me perform my job duties?
To find out more about the company, consider asking:

How and when does an employee have the chance for advancement here?

What is the company’s perspective on employee development and training?

How and when will my performance be evaluated?

How does this position fit into the company as a whole?

How does this position support the company’s goals or mission?
To find out more about the company culture, consider asking:

Describe your typical employee. What do they like most about their jobs? What do they like least?

What one character trait would you use to describe a successful employee here?

Why is this position open right now?