

## QUESTIONS FOR YOU TO ASK

Have you any  
questions? No.  
Goodbye. Seriously,  
Goodbye.

You are going to spend two thirds of your waking hours with a new employer. Of course you have questions, you just have not prepared properly. Saying “No” to this question is one of the biggest mistakes that candidates make at interview. No means “I don’t care”.

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Saying No is also a missed opportunity to find out more about the position, the company and the industry. In effect, is this the right job for you?

What information do you need to decide whether to work at the organisation? Before you attend an interview, write out a list of the questions you need answered and add to that list as the interview progresses. Your questions might vary depending on who you are interviewing with. A line manager might tell you more about the problem that this hire needs to address. A HR team member may be able to share more about the overall organisation culture and what type of person works out well for the company.

Prepare your own list for each interview, here are some questions you might wish to consider:

- Why is this position available?
- Is this a new position?
- What happened to the person that held this position before?
- What problem do you face by not having someone in this role right now?
- What do you see as the most challenging aspects of the position?
- What projects will I be working on?
- What would a typical working day be like in this position?
- What will be the measurements of my success?
- What is the organisation structure of the department?
- How long have you worked here?
- Why did you join the company?
- What do you like about working here?
- With whom will I be working most closely?
- What staff turnover rate does the company have?
- How would you describe the company's culture?
- What do you consider to be the company's strengths and weaknesses as an employer?
- What are the opportunities for training and professional development?
- What is the company's promotional policy?
- Are there opportunities for advancement within the organisation?
- What type of person are you are seeking?

What would you consider to be exceptional performance in this position?

- Who are the people that I would have most contact with on a daily basis?
- Who is the manager that I would be working for and how would you describe their style of management?
- How is your industry segment in general performing?
- How does the company generally compare or rate against its competitors?
- Who are the companies main competitors?
- What is the next stage in your interview process?
- When can I expect to hear from you?