

# Developing Your Interview Questions

## What kind of questions should I ask in the interview?

Ask intelligent questions that show you're looking out for your own welfare and happiness but also are interested in contributing to the success of the company. Never ask any questions about salary, vacations, holiday with pay, or paid sick days. You're looking for a job, not a vacation.

Wait for the manager to bring up the issue of wages. When they ask what kind of wage you expect, ask what the standard wage for your qualifications is. Force the manager to throw out the first figure.

Yes, you absolutely can ask for the job, if you want it. Most people never tell the manager whether they want the job. If you want the job, look the manager in the eye and tell her you want the job.

When asked if you have any questions, **always be prepared to ask questions.** It shows you are interested and gives you opportunity to end with a positive impression.

## Questions to ask during an interview:

How has your company been successful?

What do you see as the company's major challenges in the coming year?

Would you describe a typical work day and the things I'd be doing?

What are the key responsibilities of this position? What duties are most important for this job?

Tell me, in what areas do you feel this position could make a substantial contribution? Or How is this job important to the company – how does it contribute?

What are some of the important objectives that you would like to see accomplished for this position? What are the department's goals for the year?

How many people work in your department? Who are the people I'd be working with and what do they do?

Could you give me a brief tour? I would enjoy seeing where your people work.

How will I be trained or introduced to the job?

What strengths or abilities would the ideal candidate for this position possess? What do you consider my weaknesses? My strengths?

Ask technical questions, for your specific area of your expertise? If not already covered in the interview, or you have questions.

What is your timeframe for filling this position? What is the next step in this process? Before you leave, ask for business card. Let the employer know that you want the job and when can I expect to hear from you?