

Questions To Ask The Interviewer

Cheat Sheet



NOTE : Below you will find examples of effective questions you can ask the hiring manager in your next interview!

We've conveniently broken the questions into 5 different categories. You should go into your interview with at least one question from each category prepared. This will show the hiring manager that you have a well balanced understanding of all of the important elements of the position they are hiring for.

Category 1: The Position

This category pertains to questions that are specific to the position you are interviewing for, and generally revolves around the duties you will be responsible for or the skills necessary to complete the duties.

1. What specific skills and/or experience are the most important to be successful in this position?
2. What does a typical day in this role look like?
3. What are the greatest challenges I will face in this role if I am hired?

Category 2: The Company

"The Company" category refers to questions that are focused on the specifics of the company itself, and might contain questions about products and/or services, the history of the company, or various company policies.

1. What do you enjoy the most about working for this company?
2. What are the biggest challenges this company has face in the last few years, and what are the greatest challenges it faces moving forward?
3. What is the company's policy on continuing education? Are there any seminars, workshops or training available to someone that would be interested in furthering their education or acquiring new skills?

Category 3 The People/Culture

Questions in the “People/Culture” category should be easily recognizable to you. They would generally include questions about the individuals you will work with (or the team you’ll work on), the way that people work (habits, policies, etc.) and the culture of the company (the “rules” and “styles” that govern daily life).

1. What are some of the different ways that employees communicate in order to facilitate the completion of their goals or duties?
2. Can you tell me a little bit more about the team I’ll be working with? Can you tell me a little bit more about my direct report?
3. How would you describe the culture of the company? Do relationships stay within the company walls or do employees socialize outside of work?

Category 4 Performance

The Performance questions generally refer to your performance in the company and how you will be evaluated. Asking these questions gives you a better idea of how you can reach your goals.

1. How will my responsibilities and performance be measured, and by whom?
2. What is expected of me in terms of accomplishments in the first 30 days? 60 days? 90 days?
3. Will I have a formal performance review, and if so how many and on what schedule?

Category 5 What’s Next?

Ask these types of questions to learn what you can expect in the coming hours, days and weeks after your interview. These generally conclude the interview, so it is important to make sure you leave a good taste in the hiring manager’s mouth. This can be accomplished with one of the following prepared questions!

1. What is your timeframe for finishing the hiring process?
2. Will you contact all applicants whether they are successful or not?
3. Are there any other details that I can provide that would be helpful in answering your questions, or do you have any other questions that I can answer?