

Questions You Can Ask

“It is easier to judge a person’s mental capacity by his questions than by his answers”

by Le Duc, de Levis, Maxims

1. Why is this position open?
2. How often has it been filled within the past five years?
3. What have been the primary reasons for the person leaving?
4. Where does the job fit into the structure of the organization?
5. Can I see (have a copy) of the position description?
6. What are some of the important objectives to be achieved in this position?
7. What are some of the challenges facing the individual who take this position?
8. What significant changes do you foresee in the near future?
9. What are the evaluation criteria for success in this position?
10. What degree of authority will I be given to carry out my responsibilities?
11. What resources are in place and what must I put in place?
12. What is the most urgent need and what is the timetable for satisfying that need?

13. What is the management style of the person I will be reporting to?
14. What are the structural parameters of the job (i.e. creative opportunities within the position)?
15. Is the company presently using outside people for related functions?
16. What is the next step (i.e. where are we in the interview process)?
17. If I do not hear from you in the next _____ is it OK if I give you a call?
18. **AND DO NOT LEAVE THE INTERVIEW WITHOUT ASKING A VERSION OF THE FOLLOWING QUESTION:**

Is there any question remaining in your mind about my ability & willingness to do this job?