

THE INTERVIEW – Questions you may ask

“Have you any questions?”

Of all the questions an interviewer is likely to ask, this one is likely to be handled poorly by candidates.

The interview should be a two-way process where you should be assessing whether this is a job that you want in a company that you would be happy to work for. All too often, we look at it as the employer's decision time. Use the opportunity effectively and ask questions!

This is also an opportunity to benefit from the results of your preparation and to sum up why you consider that you are suitable. You can introduce factors in your favour that may not have been discussed during the interview. Can you remember thinking, "Oh, I wished they'd asked me about..." If they didn't ask, you need to tell them if you have an additional selling point.

You should have at least four or five questions to ask. Write them down and take them with you! Generally at the end of an interview you are so relieved that they have stopped asking you questions, that when asked if you have any, all you want to do is get out of there and you will say "**no**". Say "**yes**", and bring out your list. (This shows organisation, prior preparation and initiative - you have told them a bit more about yourself)

There are no 'right' questions to ask. Use this list as a guide.

- Is this a newly created position?
- How does the position fit into the structure of the company?
- Is anyone in the position now? If the job is vacant, how are the duties being handled?
- What made the last person in the job successful/unsuccessful?
- How will my performance be reviewed?
- Who will I be reporting to?
- Who will I be working with?
- What would my future career prospects be once I have demonstrated success in this position?
- What sort of induction and training will you provide?
- Are there ongoing training opportunities within the organisation?
- What are the company's plans for the future? Or "I had heard that ... (something about the company or industry). Is this likely to affect my position in any way?"
- What do you like most about working for this company?
- What equipment will I be using?
- When will a decision be made about this position?
- When would you like to start someone in the position?