## Questions to Ask the Employer

## **Sample Questions**

If you are having trouble developing questions, consider the following **samples.** Use these as food for thought to help **develop your own questions**. Don't ask a question that is not relevant to the organization, job, or situation. Don't ask a question if you are not truly interested in the answer; it will be obvious to the employer.

**Your questions must show your own thought process.**

* What are the organization's/company's strengths and weaknesses compared to its competition?
* How does upper management view the role and importance of this department and this position?
* What is the organization's plan for the next five years, and how does this department fit in?
* Could you explain your organizational structure?
* What do you most enjoy about your work with this organization / company / agency?
* How have various types of decisions been made?
* What are the various ways employees communicate with one another to carry out their work?
* How will my responsibilities and performance be measured? By whom?
* What are the day-to-day responsibilities of this job?
* Could you describe your company's management style and the type of employee who fits well with it?
* What are some of the skills and abilities necessary for someone to succeed in this job?
* What is the organization's policy on providing seminars, workshops, and training so employees can keep up their skills or acquire new ones?
* What particular computer equipment and software do you use?
* What kind of work can I expect to be doing the first year?
* What percentage of routine, detailed work will I encounter?
* How much opportunity is there to see the end result of my efforts?
* How and by whom will my performance be reviewed? Are there specific criteria upon which I would be evaluated? And how frequently is formal and informal review given to new employees?
* How much guidance or assistance is made available to individuals in developing career goals?
* I read on the company / organization / agency website that employees have recently done presentations at XX conference. Is that a typical opportunity in the job for which I am interviewing? Are there specific professional organizations employees have been encouraged to join?
* How much opportunity will I have for decision-making in my first assignment?
* Can you describe an ideal employee?
* What is your organization's policy on transfers to other cities?

Examples of ways to ask essentially the same question

**Example 1:**

Not good: Does your organization value its employees? (Aside from being answerable with a "yes" or "no," it almost sounds antagonistic, because a "no" answer is clearly a negative.)

Good: How will your organization show it values its employees?

Better: What are things your organization has done recently to show how it values its employees?

**Example 2:**

Fair: Are you planning to open an office in Spokane?

Good: What are the plans for opening an office in Spokane?

Better: I read a news story about the possible opening of an office in Spokane. Knowing that a news article does not always capture the full story, I wondered what factors are under consideration for this decision. (Notice this isn't technically a question, but a series of statements showing your interest and inviting conversation.)