



CAREER SERVICES

Questions to Ask

During an Interview

1681 5th Avenue | (304) 696-2370 | www.marshall.edu/career-services

- What qualifications would your ideal candidate have?
- When do you anticipate making a decision on this position?
- Why is this position open?
- Would you describe a typical work day and the things I would be doing?
- Which duties are most important for this job? Least Important?
- What are typical problems encountered in this position?
- How will I be trained or introduced to the job?
- How long should it take me to get my feet on the ground and be productive?
- How is the job important to the company—how does it contribute?
- What are the department's goals for the year?
- How many people work in your department? In the company?
- Who are the people I would be working with and what do they do?
- What is the typical career path for a person in this job?
- How would I get feedback on my job performance, if hired?
- If hired, would I report directly to you, or to someone else?
- Has the company had any layoffs in the past three years? If so, how long and was everyone recalled?
- What do you like most about your job with this company?
- How and when will you decide who to hire?
- Could you give me a brief tour? I would enjoy seeing where your people work.

Questions Not to Ask at the First Interview

- Never ask questions about job perks. These include salary, vacations, holidays with pay, or sick days. Wait for the interviewer(s) to bring up the topic.
- If asked what salary you expect, ask what the standard salary for your qualifications is. Force them to toss out the first figure. If it's what you want—grab it! (Before going to the interview, check the salary stats for the job for which you are interviewing on the U.S. Department of Labor website should the *employer*—not you—broach the topic at the first interview.)

