

3 Dozen Questions to Ask in an Interview

(and more)

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About Barbara Deters

- ▶ Career coach for 7 years
- ▶ More than 35 years interviewing experience as a journalist, hiring manager and a career coach
- ▶ More than 17 years experience working in and with HR

What You'll Learn Today

What are good job information-gathering questions

How to get information about the hiring process

How to get a better read on the company's culture

How to get information that may help you negotiate

Interviewing Is a 2-Way Street

- ▶ It's just as important for you to interview them
- ▶ It should be a conversation
- ▶ If one party is hogging the conversation, it's **usually** not a good thing
- ▶ Interject questions at logical intervals
- ▶ Be prepared with your questions
 - It's OK to type them out, take them with you and refer to them

Do Your Homework

- ▶ Use your research to develop company-specific questions
 - Review the company's website
 - If it's a public company, read the Chairman's Letter in the annual report (under Investor Relations tab)
 - Do searches on google, YouTube, Facebook, other social media sites
 - Check job sites like Glassdoor for employee reviews
 - **Don't forget those informational interviews!!!!**

Information-Gathering Questions

- ▶ What is the structure of the department and the reporting relationships?
- ▶ Will I have an indirect reporting relationship?
- ▶ Who will be my peers? Can you tell me about them?
- ▶ What are your department's goals for the year?
- ▶ What have been the department's successes over the last several years?
- ▶ Who would be my customers? Internal and external
- ▶ How will my performance be evaluated? Who will be evaluating my performance?

How Can I Help Questions

- ▶ What are the key challenges you (as the hiring manager) face?
- ▶ What are the most pressing challenges facing the person who takes this job?
- ▶ What types of skills do you NOT already have onboard that you're looking to fill with this new hire?
- ▶ What can I do for you?

THEN FILL IN THE BLANK!

Culture Questions

- ▶ Who does this department/function report to? How does this department report up through management?
- ▶ How is the department viewed by the rest of the company? Senior executives?
- ▶ Tell me about the culture here.
- ▶ What kind of person is most successful at this company?
- ▶ How does this company measure success?

Culture Questions (Continued)

- ▶ How do decisions get made? How long does it take?
- ▶ What is the approval process?
- ▶ What can you tell me about the leadership team I would be working with – in terms of their management style or personalities?
- ▶ I hate surprises. Tell me something I wouldn't know about the culture here so I'm not surprised later.
- ▶ What is the employee turnover rate?

Culture Questions - Personal

- ▶ What do you like about working here?
- ▶ What don't you like about working here?
- ▶ Tell me how you're different now than when you first took this job. What have you learned? How have you grown?
- ▶ Tell me one thing you wish you could change about the company.

Questions to Help You Negotiate

- ▶ This is a new position. Can you tell me why the company believes this position is important?
- ▶ What happened to the person who held this job? If they left the company, why?
- ▶ How long did the last person in this job hold it?
- ▶ How long was the last person who held this job with the company?
- ▶ What did you like most about the person who held this position last?

Questions to Help You Negotiate (Cont)

- ▶ What are the specific qualities that are most important to you in the person who fills this position?
- ▶ What has been the turnover rate for this position?
- ▶ How long has this position been open?
- ▶ Why has this position been open so long?

Closing Questions

- ▶ What is the salary range for this position?
- ▶ How many candidates have reached this stage?
- ▶ What are the next steps?
- ▶ How many candidates will reach the next stage?
- ▶ Is there anything you've heard in this interview that would preclude you from advancing me to the next round?
- ▶ When will a decision be made?
- ▶ When may I contact you to follow up?

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Deters Consulting

- ▶ Making you job-market ready
- ▶ Providing custom career communications
- ▶ Offering:
 - Resumes / reviews
 - Understanding applicant tracking systems
 - Cover letters
 - Personal marketing plans
 - LinkedIn profiles / reviews
 - General coaching
 - Interviewing skills
 - Networking skills
 - Job search help
 - Salary negotiations

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