

**Q : Do you have any questions for me?**

## **I N T E R V I E W   T I P S**

You bet you do!

You must ask several questions. Not too many, as this will turn off the employer.

Sometimes only 30 minutes is allocated to an Interview and you don't have time to ask questions. Feel free to ask the person that out of respect for their time if it would be ok for you to e-mail him/her with some questions.

## **N O T E S :**

- Showing you have questions makes the employer feel you are engaged and interested – this is a critical part of the Interview process

## **I N T E R V I E W   S E C R E T S   R E V E A L E D**

1. Employers want you to ask them questions – but to a point – don't make them feel that they are now the Interviewee!
2. Don't ever say, "You covered everything so I have no questions" – that is not acceptable. Always ask at least two questions.

## A N S W E R :

Here are some ideas, and feel free to add others that may be better suited to your industry/job opportunity:

- *Please tell me about your background and how you came to join this company?*
- *Why is this position open?*
- *Can you provide two or three attributes needed to make someone succeed in this role?*
- *Would this position interact with you? If so – in what way?*
- *Can you describe the role from your perspective and what you feel are the most important components of the position?*
- *Tell me what you enjoy most about working at XYZ firm?*

**A C T I O N :** *Write out at least 5 questions to ask during an Interview and choose 3 of them to ask during the Interview.*