



POSSIBLE QUESTIONS BY THE JOB APPLICANT

REGARDING QUALIFICATIONS:

- Do you have an image of the ideal candidate for the position, above and beyond the job description?
- Do you have any questions about my background and qualifications?
- What specific responsibilities of this job do you think are the most important?

GENERAL:

- What would you hope I accomplish in the first three months on the job?
- What do you enjoy most about working here?
- What are the major challenges and rewards of the job?
- Additionally: You may create a couple of questions from your research of the organization/department.

REGARDING THE POSITION:

- How does the mission of the organization/department specifically translate into the goals or daily tasks of this position?
- Could you please describe a typical day on the job?

REGARDING THE HIRING PROCESS:

- Will there be another round of interviews?
- When do you expect to make a decision?
- May I contact you by (date employer gave) if I haven't heard from you?
- If the interview is in person: May I have your business card?

IF THE EMPLOYER MAKES YOU AN OFFER:

- * What salary are you offering?
- * Would you please describe the benefits package?
- * What opportunities are there for growth and advancement within the organization/company?

NOTE:

It is **not** appropriate to ask about salary, advancement, and benefits until the employer makes you an offer!

REMEMBER: The employer is looking to see what you can do for them!