

Sample Questions to Ask the Prospective Employer

1. What are the company's strengths and weaknesses compared to its competition?
2. How important does upper management consider the function of this department/position?
3. What is the organization's plan for the next five years, and how does this department fit in?
4. Could you explain your organizational structure?
5. How will my leadership responsibilities and performance be measured? By whom?
6. What are the day-to-day responsibilities of this job?
7. Could you describe your company's management style and the type of employee who fits well with it?
8. What are some of the skills and abilities necessary for someone to succeed in this job?
9. What is the company's policy on providing seminars, workshops, and training so employees can keep up their skills or acquire new ones?
10. What particular computer equipment and software do you use?
11. What kind of work can I expect to be doing the first year?
12. What percentage of routine, detailed work will I encounter?
13. How much opportunity is there to see the end result of my efforts?
14. Who will review my performance? How often?
15. How much guidance or assistance is made available to individuals in developing career goals?
16. How much opportunity will I have for decision-making in my first assignment?
17. Can you describe an ideal employee?