

SUGGESTED QUESTIONS FOR THE JOB INTERVIEW

Topics that pertain to yourself as a potential employee.

1. Is there any item on my resume that isn't clear?
2. Are any of the extracurricular activities on my resume of interest or potential use to the organization?
3. Is the work that I would be doing similar to anything in my job history?
4. May I ask the exact nature of the work I would be expected to perform if hired?
5. Is this a newly created job? How long did the previous person hold it?
6. Where does this job lead? Where does it fit on the organizational chart?
7. What additional training might be necessary for the job?
8. I particularly enjoy working closely with people, although I enjoy working independently as well. Would I be able to do both with your company?
9. Are there any additional questions that you might have about my experience?
10. When you have finished with your question and the interviewer is just staring into space, you can ask, "Have I answered your questions?" "Have I covered all of that question?", "Is there anything else you would like?"