



Candidate Questions To Ask At The Interview

1. What are the key strengths needed to be successful in this position?
2. Beyond the job description, what are your expectations for this position?
3. What project(s) need immediate attention?
4. What type of experience, training and tenure do the employees in the department have?
5. What interdepartmental or corporate support is available to accomplish the department's goals?
6. What are the established guidelines and procedures for making decisions in this position?
7. What are the long-term and short-term goals of this position?
8. How is performance measured against the goals of the department?
9. What is the most important contribution you would expect from me during the first six months?
10. How is successful performance rewarded?
11. What types of projects will I be involved in at first?
12. How would you describe the culture of the organization?
13. Is the company environment formal or informal, structured or flexible?
14. What has the turnover rate of the department been?
15. Are any internal candidates being considered for this position?
16. Why is this position open?
17. What are the next steps and when will you be making your final decision?

18. How often has this position been filled in the last five to ten years?
19. Why did the person who most recently held this position leave it?
20. What would you like done differently by the next person who fills this job?
21. What are some of the objectives you would like accomplished in this job? What is most pressing?
22. Would I have a level of freedom in determining my work objectives, deadlines and methods of measurement?
23. What are some of the more difficult problems facing someone in this position? How do you think they could best be handled?
24. Where could a person go who is successful in this position and within what time frame?
25. In what ways has the organization been successful in terms of products and/or services over the years?
26. What significant changes do you foresee in the near future?
27. What are the most critical factors for success in this business?
28. Where do you see the company (or function) going in the next few years?
29. How do you go about winning support from top management for your new projects?
30. How would you describe your own management style?
31. What are the most important traits that you look for in a subordinate?
32. How do you like your people to communicate with you? Orally, in writing, informally, in meetings, only when necessary, etc?
33. Is there a company mentoring program?