

Questions to Ask Employers

What goals does your company have for 2010 and beyond?

How many employees are in my area of interest (which is...)?

How long does the hiring process take?

What does your organization consider the 5 most important qualities in an employee?

What personality traits are important for success in your company?

What made you choose this company? How long have you been with the company?

What things has your organization accomplished of which you are especially proud?

What percent of applicants are eventually hired?

What is the retention rate in the company?

What types of formal or on-the-job training does the organization provide?

How often are performance reviews given?

Where is the organization expanding? How does it compare with its competitors?

What is your level of freedom to solve problems and take action on the job?

What special knowledge, skills, training, or experience did you have or need for this job?

Has the work changed recently due to technology, marketplace, competition, etc.?

What do you like least/most about your job?

What is a typical day like?

What skills or talents are most essential for effective job performance in his job?

How does your work contribute to the organization's overall goals or mission?

What are the toughest problems you must deal with? What do you find most rewarding about your job?

What potential and downside do you see for this field in the future?

If you were to leave this kind of work, what factors would probably contribute to your decision?

If you were to hire someone to work with you today, which of the following factors would be most important in your hiring decision and why?

- a. Educational credentials
- b. Past work experience
- c. Personality, personal attributes
- d. Specific skills, talents
- e. Applicant's knowledge of your organization, your department, your job

How well suited is my background for this type of work?

Can I progress at my own speed or is it structured?

What advice would you give me my first day on the job?

How much exposure to, and contact with, management is there?

Some of my strong characteristics that I believe are applicable to this position are _____ . What specific characteristics are you looking for?