

# Questions to Ask Your interviewer Cheatsheet

When you come prepared with appropriate questions about the position, as well as the company itself, this gives the interviewer a position impression about you.

Eight categories of questions to ask your interviewer



## Questions that show an interest in the company

- Where do you see this company in the next few years?
- What are the current goals that the company is focused on, and how does this team work to support hitting those goals?
- Who do you regard as your competitors?



## Questions that display an interest in the position

- Would I need to travel for the position?
- Is overtime expected and/or allowed?
- What are the primary responsibilities of the position?
- Do you expect the responsibilities for this role to change in the near future?
- Is this a new role that has been created?
- What are some of the challenges I should expect in this role?



## Questions that show an interest in your team

- How many people will I be working with?
- Could you tell me a little bit about the person I would report to directly?
- Do you expect to hire more people in this department in the next six months?
- Which other departments work most closely with this one?
- What is something the team or department does that's become a tradition?

# Questions to Ask Your Interviewer Cheatsheet



## Questions that indicate your desire to do well

- What is the key to succeeding in this role?
- What types of skills is the team missing that you're looking to fill with a new hire?
- What are the biggest challenges that someone in this position would face?
- How would you define 'success' for the person in this role?
- What qualities does this company most value in its employees?
- How often do you evaluate employee performance?
- What should I wear on my first day?
- Is there anything in my resume that makes you doubt my qualifications for this position?



## Questions that demonstrate forward thinking

- What does it look like during the busiest and toughest times for this role?
- Do you expect the main responsibilities for this position to change in the next six months to a year?
- Are there opportunities for advancement or professional development?
- What kind of performance feedback can I expect to receive, and how often?
- Who is the best person to go to with questions I might have later on?



## Questions to show you want to be a happy employee

- What training programs are available to your employees?
- What's the company and team culture like?
- What do you and the team usually do for lunch?
- How much autonomous innovation is allowed and expected?
- What types of volunteer work and community service does the organization encourage?

# Questions to Ask Your Interviewer Cheatsheet



## Questions that show an interest in the interviewer

- How has the company changed since you joined?
- What's different about working here than anywhere else you've worked?
- What are three things you love about working here?



## Questions that reveal an interest in what's next

- What's next in the interviewing process?
- When do you expect to make a decision
- ?What is the onboarding process like?
- When is the best time for me to follow up on this interview?



## Examples of what NOT to ask your interviewer

- When can I take time off for vacation?
- How many hours would I be expected to work each week?
- What does the organization do?
- Will you check my Facebook page?
- How often do you give raises?
- How many warnings do you get before you're fired?
- How much notice do you need if I want to quit?
- Why should I work for you?

Remember that these questions are suggestions. If they hit home with you, then by all means, use them verbatim. If not, adapt them to fit your needs.

Use the next page to jot down notes as you research the company you are interested in. This will help you answer some of these questions so you don't duplicate them in your interview. It will also tell you if there's something you still want to know.

# Company Research Worksheet

Print out this page and find out as many answers as you can about the company. Doing this now will save you from duplicating your questions, wasting your time during your interview, or asking questions you "should" already know.



**Company Name**

**Company Website**



**What is this company about?**

(TIP: View their "About" ,page.)

When was this company started?

Who founded this company?

What product(s) and/or service(s) does it offer?

What is it's mission statement or "promise" to customers?

What are their goals or intentions for their future?



**Who are the main officers or managers?**

(TIP: View their "Contact", or "Board of Directors", or "Who we are page.")

# Company Research Worksheet



## Who are the employees?

(TIP: View their "Contact", or "Board of Directors", or "Who we are page.")

Does the company have information about the employees, such as photos?  
If yes, what kinds of activities are the photos showing? (Even if this is a virtual company, online activities can occur.)

Does the website mention company size?



## What is their job board like?

(TIP: View their job board link. If they don't have one, you might have to Google "Company" AND "Careers" to find out where they post their jobs. Probably where you found yours!

Are there a lot of open positions?

What area seems to have the most openings? Does this include your area of interest?

Which department is doing the least bit of hiring?

Does their job page offer employee testimonials?

Does the company take extra steps to make their job page appealing to job seekers, or does it job list jobs?

Are there dead job links on the page?

Does the job page offer insight into the companies culture?

# Company Research Worksheet



## What type of social media does the company use?

Does the company have social media icons on their website?

What type of accounts do they have? Are posts on the accounts recent or old?

What do they use social media for?

Do they allow comments on their social accounts? If so, what kinds of comments are posted?



## Press & Publicity

(Tip: Here's where search engines are quite handy.)

Does the company have a "Press" page? If so, is it packed with press releases (self-written), or are there links to stories that have been written about them?

If mostly press releases, what kinds of activities does the company like to publicize?

What do the stories about them have to tell?

What does Google or Yahoo! come up with about the company?

# Interviewer Questions



Interviewer name:

Date & Time of interview:



Company questions & notes:



Position questions & notes:

# Interviewer Questions



**Team questions & notes:**

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**Questions about doing well & notes:**

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**Forward thinking questions & notes:**

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# Interviewer Questions



**Being a happy employee questions & notes:**



**Questions for the interviewer & notes:**



**Questions about the next steps & notes:**

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## Further Questions & Notes

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