

## BEST QUESTIONS TO ASK DURING AN INTERVIEW

When an interviewer is asking you questions, they are in charge of the outcome of the conversation. When you ask questions, you are in control and can turn a mediocre job interview into a job offer.

### HOW TO EFFECTIVELY ASK QUESTIONS DURING YOUR JOB SEARCH

The majority of your time during a formal interview consists of you answering questions asked by the hiring authority. Throughout the interview, you should be prepared to ask questions to clarify what is being asked or demonstrate your interest in the position and company.

In most instances it is best to ask questions toward the conclusion of your interview. Ask questions at appropriate times and always in an objective and positive manner. Your questions should never be self-serving and should help you identify what is most important to each person involved in the hiring process.

### BEST QUESTIONS TO ASK

1. What is most important to you in the person you hire?
2. What is the greatest challenge I would face, if hired?
3. If you could improve your department in one way, what would you change?
4. Is there anything else I can clarify for you?
5. How would you describe your company culture?
6. Where are you in the hiring process to fill this position?
7. What is your target date to fill this position?

The best question:

“I’m very confident in my ability to do this job and I’m extremely interested in working for your company. What’s more important however, is your opinion. Do you feel I have the skills and experience you need for this position?”

Listen for their answer, if they use the word **but** anything following that word, are the reasons you may get screened out. It is now your job to overcome any concerns or objections.

Your response:

“I can understand why you may have that concern, let me explain why that won’t be a problem....”

If the hiring authority has not asked you if you have any questions, there is nothing wrong with you asking, “Do you mind if I ask you a few questions?” Many hiring authorities will screen out candidates who do not have any questions. They misinterpret this as a lack of interest in their position. Self-serving questions almost always result in you being screened out.

Unfortunately, if you do not prepare questions in advance and are nervous during the interview, you will ask self-serving questions.

Some samples of self-serving questions:

1. How much vacation time do you provide?
2. Do you provide family insurance coverage?
3. How many sick days?
4. Do you provide training?
5. Will my pre-existing condition be covered by your insurance?
6. I must be at daycare by 6:00 pm daily, will that be a problem?
7. Do you pay overtime?

Treat your interview as an audition. During the interview, you are focused 100% on what is most important to the interviewer. If and when you obtain an offer, you can obtain answers on salary, benefits, paid time off, etc.

### **HOW TO TURN EVEN THE MOST DISASTROUS INTERVIEW AROUND**

There is nothing more frustrating than to know you have blown an interview for a job you really wanted.

When you know the interview has not gone well, you have two options:

1. Write off the interview, view it as a learning experience and vow never to make the same mistakes again.
2. Ask the interviewer if you can stop the interview. They will respond with a yes.

You then explain the following:

"I can't believe how nervous I am and I'm not pleased at all with my answers. If you could watch me work for 30 days, you would hire me. I'm confident in my ability to do your job and extremely interested in this position. I think that's why I'm so nervous. I'm not a job hopper and do not have much interview experience. I wish we could just start this interview all over again."

What you have done is give a short commercial about your abilities, the fact that you are not a job hopper and you have assured them that you can do the job. They will appreciate your honesty and do their best to be sensitive to your nerves. They will often re-ask questions to give you a chance to provide better answers.

When you know you can stop an interview that is going south, you will probably not need to use this technique. I will tell you that often when a job seeker has used this technique, they were the individual who ended up getting the job offer.