

1-10

Job-related questions

First and foremost, make sure that you are familiar with your daily responsibilities at the current position both now and in future.

- What does your typical day look like?
- What are the most urgent projects to be done?
- Can you show me some examples of the projects I am going to work on?
- What skills and experience should the perfect candidate have?
- What qualities should a person have to be truly successful in this position?
- What skills does the team lack that you want to fill in with a new employee?
- What are the biggest challenges a person in this position will face?
- What budget will I have to work with?
- Is this a new role that has been created?
- Do you expect the core responsibilities of this position will change in the next six months or a year?

11-16

Questions about training and professional development

Consider each new job not just as a job, but as the next step on your path to career success. Will this position help you succeed?

- How will I be trained?
- What training programs are available to your employees?
- Are there opportunities for promotion or professional development?
- Will I be able to represent the company at industry conferences?
- Where did the previous employee from this position move to?
- Where did successful employees who previously held this position move to?

17-20

Questions about your performance

Understanding how your potential new boss will evaluate your success is key to both understanding a company's priorities and understanding its management style.

- What are the most important things you would like to see for someone to be successful in their first 30, 60 and 90 days in this position?
- What are your expectations for this position for the first 12 months?
- What is the performance appraisal process here? How often will I take official certification?
- Which goals and figures will my performance be assessed with?

21-25

The questions for the interviewer

By asking questions to the interviewer, you show that you are interested in him as a person, and this is a great way to build rapport.

- How long have you been with the company?
- Has your role changed since you've started here?
- What were you doing before?

- Why did you join this company?
- What do you like most about working here?

26-30

The questions about the company

Why don't you find out a bit about where you can work. After all, work is not only a list of daily tasks.

- I have read about the founding of the company, but could you tell me more about...?
- Where do you see this company in the next few years?
- What can you tell me about your new products or development plans?
- What are the company's current goals and how is our team working to achieve those goals?
- What are you most excited about in the future of the company?

31-37

The questions about the team

The people you work with every day can make or break your working life. Ask a few questions to see if this team is right for you.

- Can you tell me about the team I will be working with?
- Who will I work most closely with?
- Who will I report directly to?
- Can you tell me about my direct subordinate employees? What are their strengths and the team's biggest challenges?
- Do you expect to hire more people in this department in the next six months?
- Which other departments work most closely with this department?
- What are the general career paths in this department?

38-47

The questions about the culture

Is the office conservative, buttoned up, or is it a place where everything happens on the fly?

Learn about the subtle but very important aspects of a company's culture.

- What is the culture of the company and team?
- How would you describe the working environment in the company - do they usually work collaboratively or more independently?
- Can you tell me about the last activity you did together?
- Is there a formal statement of the company's mission or values? (Note: make sure this can't be found in Google!)
- What's your favorite office tradition?
- What do you and the team usually do at lunchtime?
- Does anyone on the team spend time away from the office?
- Do you ever have joint events with other companies or departments?
- How is working here different from working elsewhere?
- How has the company changed since you joined?

48-51

The questions about the next steps.

Before leaving, make sure the interviewer has received all the necessary information and that you are clear about the next steps by asking these questions.

- Is there anything that worries you about my curriculum vitae being suitable for this role?
- What are the next steps in the interview process?
- Can I provide you with anything else useful?