

ART OF QUESTIONING



Why Does This Question Exist?



Do you have any questions for us?"

- Companies want to hire someone who's excited to work there. Realistically, you can only find out so much about a company through their website, social media, and an hour interview. So this question exists to give you a chance to interview the company and make sure it's a good fit from both sides of the table.

- “Any questions?” The interviewer looks at you expectantly.
- The questions you ask at the end of an interview can be as, if not more, important as your answers to interview questions. Interviewers are often looking out for the types of questions candidates have for them. It tells them a lot about a candidate’s motivation, enthusiasm, initiative, and listening skills.

Basic Questions You Should Ask & Why

- How can I best prepare for this role before starting?
- **What would my immediate responsibilities be?**
- **Describe a typical week.**
- **What does the career path look like for this role?**
- **How does your company promote personal growth?**
- **Is flexibility something you accommodate?**
- **Do you feel there are any skills currently lacking on the team?**

Research on Dream Company

- **What the company stands for**
- **The latest news and developments within the company**
- **A brief history of the company**
- **Who the company works for, or who works for them**

Process

- Viewing Co. Videos
- Websites
- Press Releases
- Making Notes & Preparing Questions

Nature of information to collect

- History and the culture of the organization
- Organization structure
- Range of the business
- Ownership patterns
- Size and operations
- Joint ventures
- Global operations
- Strengths and the weaknesses
- Competitors
- Rural operations
- Management operations

Nature of information to collect

- Style and marketing
- Product/service/distribution
- Employee strength
- Degree of prosperity
- Total turnover
- Growth and profitability
- Market position
- Stability
- Staff turnover
- Image and reputation
- Award and achievements
- Staff termination ratio

NAME OF THE COMPANIES

✓WIPRO

✓INFOSYS

✓HCL

✓I-FLEX I-FLEX

SOLUTION

✓PATNI

✓RELIANCE GROWTH

LIFE

✓MIND TREE CONSULTANT

✓TCS

✓MICRO SOFT

✓IBM

✓HP INVENT

✓INTEL INSIDE

✓SONY

✓COCA COLA

pointers will help in your preparation

- **Make sure that you ask questions**
- **Plan in advance**
- **Make them meaningful**
- **Use them to your advantage**
 - *What are the qualities you believe are most important for someone in this role to possess in order to succeed?*
 - *. Would you say your team is missing any skills in particular, that you are looking to fill with this position?*
 - *. Do you have any concerns about my suitability for this role?*

- **Clarify your doubts**

- *How are expectations typically set and managed?*
 - . *Do you have a performance review mechanism in place?*
 - . *What are major challenges someone in this role would face?*
 - . *What is the average tenure of an employee in this department/role/company?*
 - . *Are there any professional development opportunities available?*

- **Build a rapport**

- *What do you enjoy the most about working here?*
 - . *How many years of experience have you had in this sector?*
 - . *What do you think differentiates this company from its biggest competitor?*
 - . *What do you think will be the biggest challenges/disruptions this industry faces in the next few years?*

- **Definite No-No's!**

QUESTIONS YOU SHOULD *NEVER* ASK IN A JOB INTERVIEW

- Anything Related to Salary or Benefits
- Questions That Start With “Why?”
- “Who is Your Competition?”
- “How Often Do Reviews Occur?”
- “May I Arrive Early or Leave Late as Long as I Get My Hours In?”
- “Can I Work From Home?”
- “Would You Like to See My References?”
- How Soon Do You Promote Employees?
- Do I Get My Own Office?
- Will You Monitor My Social Networking Profiles?