**Sample Questions**

**The Job**

*First, make sure you have a handle on exactly what the day-to-day responsibilities of the job will be—both now and in the future.*

1. What does a typical day look like?
2. What are the most immediate projects that need to be addressed?
3. What types of skills is the team missing that you’re looking to fill with a new hire?
4. Do you expect the main responsibilities for this position to change in the next six months to a year?

**Training and Professional Development**

*Think of each new job not just as a job, but as the next step on your path to career success. Will this position help you get there?*

1. What training programs are available to your employees?
2. Do you have formal training programs, or will I learn as I go?
3. Are there opportunities for advancement or professional development?
4. What is the growth potential for this position?
5. Would I be able to represent the company at industry conferences?

**Your Performance**

*Make sure you're setting yourself up for success by learning upfront the goals of the position and how your work will be evaluated*

1. What are the most important things you’d like to see someone accomplish in the first 30, 60, and 90 days on the job?
2. What are the performance expectations of this position over the first 12 months?
3. What metrics or goals will my performance be evaluated against?

**The Company**

*Because you're not just working for one boss or one department, you're working for the company as a whole.*

1. I've read about the company’s \_\_\_, but can you tell me more about \_\_\_?
2. What can you tell me about your new products or plans for growth?
3. What are the current goals that the company is focused on, and how does this team work to support hitting those goals?

16. What gets you most excited about the company's future?