**Recruitment Preparation Worksheet**

The following questions are typically asked of interviewees. Prepare to answer these, and similar questions, to provide honest insight into the role and the company.

**About the Company:**

• Can you describe the corporate culture here? What's the atmosphere like in the workplace?

• What's really important here?

• What is the reputation of the department for which I’m interviewing?

• What is the dress code?

**About You:**

• How long have you been here?

• Do you like it here?

• What is your management style?

• How long do you expect to be in your position?

**About the Job:**

• Why is this position open?

• What's the average turnover in this job?

• What is the biggest challenge of this role?

• Do employees have any say in how we do things?

**About Policies:**

• How often are raises administered?

• How much vacation time would I get?

• Can I take personal time if I need it and make it up?

• Are there any training or tuition credit policies?

• Do you have a promote-from-within policy?

• When would I get my first performance review?

• Is there any possibility of flex-time, job-sharing, or doing some work at home?

• How do the pension and health benefits work?

**Other Topics to Prepare**

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_