

Please be prepared to ask questions at the end of the interview.

You should bring 10-20 questions with you. Due to time constraints, you will probably only be able to ask 2-3 questions, but you want to be prepared with more, as many of the questions will probably be answered in the course of the conversation.

Here are some good examples below:

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. Can you show me examples of projects I'd be working on?
4. What are the skills and experiences you're looking for in an ideal candidate?
5. What attributes does someone need to have in order to be really successful in this position?
6. What types of skills is the team missing that you're looking to fill with a new hire?
7. What are the biggest challenges that someone in this position would face?
8. Do you expect the main responsibilities for this position to change in the next six months to a year?
9. How do you envision this position supporting you?
10. What have past employees done to succeed in this position?

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?

11. How will I be trained?
12. What training programs are available to your employees?
13. Are there opportunities for advancement or professional development?

Your Performance

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

14. What are the most important things you'd like to see someone accomplish in the first 30, 60, and 90 days on the job?
15. What are the performance expectations of this position over the first 12 months?
16. What is the performance review process like here? How often would I be formally reviewed?
17. 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.

18. What can you tell me about your new projects or plans for growth?
19. What are the current goals that the company is focused on, and how does this team work to support hitting those goals?
20. What gets you most excited about the company's future?

The Team

The people you work with day in and day out can really make or break your work life. Ask some questions to uncover whether it's the right team for you.

21. Can you tell me about the team I'll be working with?
22. Who will I work with most closely?
23. Who will I report to directly?
24. Can you tell me about my direct reports? What are their strengths and the team's biggest challenges?
25. Which other departments work most closely with this one?
26. What are the common career paths in this department?

The Culture

Is the office buttoned-up conservative or a fly-by-the-seat-of-your-pants kind of place? Learn the subtle, but oh-so-important, aspects of company culture.

27. What is the company and team culture like?
28. How would you describe the work environment here—is the work typically collaborative or more independent?
29. What's different about working here than anywhere else you've worked?
30. How has the company changed since you joined?