

## The following questions may be helpful during an interview

If you have questions or suggestions,

please feel free to reach out to us at:

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## Job Related Questions

- What are the priorities for this position for the next 30, 60, and 90 days?
- How do you see this position evolving within the organization?
  - How long has this position been funded?
- Describe what a typical day looks like.
- Is this position an individual contributor or is it part of a team?
- How many other people are doing this job?
- What types of software are used?
- How available is the manager to meet with?
  How often are meetings expected?
- Why is this position open?
  - If the previous person left, why? How long were they there?

## Company and Culture Questions

- Start with checking Glassdoor.com for any insights.
- What is your remote work policy?
  - Why is this the policy?
- How many hours does the team currently work:
  - Daily and weekly
  - Ask about weekend hours
- What is the expectation for availability offhours?
- What communication applications does the company use?
  - What is the expectation of being available on these applications?

## Compensation and Benefits Questions

- What are the benefits offered for this position?
- How often do you pay?
- How often are performance reviews completed?
- When was the last time employees received salary increases?
- When was the last cost of living adjustment completed for employees?
- How often are employees promoted within versus brining in external candidates?