

CAREER & PROFESSIONAL

DEVELOPMENT CENTER

WHAT TO ASK IN AN INTERVIEW

- Interviews are simply meetings used to find out if:
 - You are a good fit for the job
 - The job is a good fit for you
- Asking questions is the best way in determining your future at a perspective company
- **Always** make sure to review any information from the job or employers, prior to the interview
 - It does not look good to be asking questions that have already been addressed
 - Prepare questions to ask before your interview but be sure to only ask those that peak your curiosity
 - Employers will notice when you become uninterested
- **Never** ask about the salary or the benefits received from the job, unless they are brought up from the hiring manager

SAMPLE QUESTIONS

- What are the day-to-day responsibilities of this job?
- What are some of the skills and abilities necessary for someone to succeed in this job?
- What is the company's policy on providing seminars, workshops, ad training so employees can keep up their skills or acquire new ones?
- What particular computer equipment and software do you use?
- Who will review my performance? How often?
- What are the career paths in this department?
- What would you consider to be the most important aspects of this job?
- What are the skills and attributes you value most for someone being hired for this position?
- Where have successful employees previously in this position progressed to within the company?
- What are the next steps in the interview process?

Find these questions and more by visiting:

- Virginia Tech @ <http://www.career.vt.edu/Interviewing/TypicalQuestions.html>

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