

## **Interview Questions**

**Remember that: Whoever Asks the Questions Controls the Conversation**

### **Theme: The Job and What's Expected**

Prepare questions for the interviewer linked to your research on the company and the job description.

- How would you describe the ideal candidate?
- What are the key responsibilities of this position?
- How does this position fit into the department/company?
- What are the expectations for the first three months, what exactly do you want to see from me?
- What immediate projects or tasks would I be working on?
- What's the performance review process like and how often is it carried out?
- How will my performance be measured?
- What does success look like?
- What would you like to see achieved and in what order of priority?
- What will define a great job?
- What support can I expect to get?
- Who else will I be working with, what will they expect from me?
- What will a typical day or week look like in the first 3 months?
- What would you say/recommend/advise to a young person starting out here?
- What would you say are the things I should absolutely avoid during my first 3 months here?
- What types of skills is the team missing that you're looking to fill with a new hire?
- What are the biggest challenges that I might face in this position?
- Do you expect my main responsibilities in this position to change in the next six months to a year?
- Can you tell me about the team I'll be working with?
- Who will I work with most closely? What other departments or units will I interact with?
- Can you tell me about my direct reports? What are their strengths and the team's biggest challenges?

**Theme: The Boss**

It's important to understand, as much as you possibly can during the interview stage, the person to whom you will report. That person will have the biggest impact on whether or not you have a positive employee experience.

- How would you describe your leadership style?
- What inspires you to work here?
- What motivated you to get into the company?
- What was your route into the company/sector?
- What's changed since you first started working here?
- What's the most interesting part of your work?
- What's the most rewarding aspect of the role?
- What's different about working here than anywhere else you've worked?

**Theme: You**

Don't be afraid to ask for feedback but don't push it if they resist.

- What initially grabbed your attention to suggest that I'd be a viable candidate and have we adequately covered all of those areas?
- Would you like me to expand upon anything?
- Based on our conversation, what reservations, if any, do you have about my candidacy?
- Based on our conversation, how would you assess the fit between what you are looking for and what I can offer?
- What else would you like to know about me?
- What is your hiring process from here on in?
- Are there any other people you feel I should meet at this stage?