

Questions to Ask an Employer

Adapted from: <http://studentaffairs.case.edu/careers/student/search/interviews/ask.html>

Plan to ask the interviewer some questions. Also try to get some closure before you leave the interview. If the interviewer does not tell you what the next step in the process is, ask.

Find out what the time frame for the decision will be. Will the company visit be the next step? How many candidates will advance to the next step? How many openings exist? How and when will you be notified?

Other questions you may want to ask the employer:

- Describe the type of work I would be doing or the types of projects I will be working on.
- What makes this organization unique?
- What are the short-term and long-term objectives of the organization?
- How is the training or orientation program for new employees structured?
- What characteristics would the ideal job candidate have for this position?
- Can you tell me about the people/positions I would be reporting to?
- What do you see as the most challenging aspects of the position?
- When and how will job evaluations take place?
- When can I expect to hear from you about my candidacy?
- What have other [co-ops, interns, new employees] done at the company in the past?
- How many [co-ops, interns] are typically employed by the company at one time?
- What percentage of your [co-ops, interns] are hired after graduation?
- What are the areas of anticipated growth for the company?
- What is the structure of the company and how does this department fit in?
- What are the opportunities for advancement?
- What is your (the interviewer's) position in the company? (Ask for a business card)
- Does the company assist with relocation [if necessary]?
- What is the next step in this search?
- When can I expect to hear from you about my candidacy?
- What skills or attributes are you seeking in a candidate that I have not addressed?

If you do not hear from the company within a few days of the time frame you were told, do not hesitate to call them. You don't want to call too often and become a pest, but inquiring about your status never hurts.

Be sure to refer to the sections in this guide that relate to follow up correspondence and phone calls for more information about next steps.

www.uni.edu/careerservices
UNI Career Services

102 Gilchrist Hall (319) 273-6857 Monday-Friday 8 - 5