



## QUESTIONS TO ASK AN EMPLOYER

You can almost guarantee one of the final questions you will be asked in an interview is along the lines of, “What questions do you have for us?” Be sure you have 3-5 questions! It is okay to have a list of well-thought out questions that you bring with you. In developing questions, do your research! Ask questions that show you care, want to learn more, and show your interest in not only the position but the company.

### Questions to Ask

- 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 skills or attributes are you seeking in a candidate that I have not addressed?
- What questions do you have about my candidacy?
- What keeps you here?

If the interviewer does not tell you, you can ask about their timeline: “What is the next step in this search? When can I expect to hear from you about my candidacy?”

### Follow-Up

After an interview, always send a thank you note. If you do not hear from a company within the timeframe you were told, reach out via phone or email to express your continued interest in the position.