

When asked at the end of an interview, “Do you have any questions for us?”, the answer should always be, “Yes”. Be prepared with 3-5 thoughtful questions that stay focused on the job, the duties and/or the growth opportunities. This is your chance to learn if this position/company is a good fit for you, just as much as they are trying to determine if you’re a good fit for them, so ask questions you actually want to know the answers to.

Remember, this is not the time to ask about salary, benefits, or perks. The best time to cover those details is after you have been offered the job. Make sure you don’t leave the interview without knowing the next steps in hiring process and timeline. Consider asking questions from several of the categories below.

INTERNSHIP CANDIDATE - SAMPLE QUESTIONS

- Have you had an intern before in this role or is this a new position?
 - If they’ve had an intern before, “What are the qualities that made the previous intern successful in this role?”
 - If it’s a new position, “What created this desire to have an intern?”
- How would you describe the management style within the department/company?
- How often will I meet one-on-one with my immediate supervisor?
- What are the day-to-day responsibilities and larger projects I’ll have the opportunity to take on in this role?
- What are the major concerns that would need to be immediately addressed in this role/internship?
- Could you please share what the training process or onboarding process looks like for this position?
- What challenges might I encounter if I take on this position?
- What do you like most about your job?
- What computer systems or software would be most helpful for the chosen candidate to be familiar with?
 - Will I receive my own login information?
- Will I be working as part of a team or alone?
- What are some of the skills and abilities you see as necessary for someone to succeed in this role?
- What soft skills would make someone successful in this position?
- What are the next steps and timeline for your hiring process? Could you please share when can I expect to hear back from you?

PERMANENT EMPLOYMENT CANDIDATE - SAMPLE QUESTIONS

RESPONSIBILITY QUESTIONS

- Could you describe a typical day or week in this position? Who is the typical client or customer I would be dealing with?
- How has this position changed over time and how might it evolve in the next 2 years?
- What are the most important elements of this position?
- What goals or objectives need to be achieved in the next six months? Next year?
- What is the company’s top priority for the team I would be joining?
- What new endeavors is the company currently undertaking?
- Can you share any supervision responsibilities of this role?

PERFORMANCE QUESTIONS

- What are common mistakes that people just starting this job make that I can avoid?
- How will my leadership responsibilities and performance be measured? By whom and how often?
- What are some of the most important skills and qualities that a successful candidate would have?
- What qualities make a great employee at this company?

- What are the key performance indicators for this role?

PERMANENT EMPLOYMENT CANDIDATE - SAMPLE QUESTIONS – CONTINUED

COMPANY CULTURE QUESTIONS

- What are the biggest challenges I'll face in the first 90 days and how will success be measured?
- Why is this position available? Is it a new position or backfilling a previous role?
- What are the biggest challenges and opportunities facing this team right now?
- How would you describe the overall culture here, and how do you celebrate your employees?
- How would you describe the management style within the company?
- Is the company quick or slow to adopt new technology? What computer systems or software would be most helpful for the chosen candidate to be familiar with?
- Reflecting on your own experience, what have you seen the company do to promote diversity, equity, and inclusion?
- What are some of the things that employees enjoy most about working here?
- What are some of the ways that the company supports employee growth and development?
- What can I expect from the onboarding and training process?
- What are your major concerns that need to be immediately addressed in this job?
- What do you like most about your job? (Only if being interviewed by someone who does the same role as you're interviewing for.)
- What are the next steps and timeline for your hiring process? Could you please share when can I expect to hear back from you?
- What has been your best experience working here?
- What soft skills would make someone successful in this position?
- What kind of growth opportunities are there within the company for people in this role?
- Will your company be expanding, or bringing on any new products or services that I should be aware of?