QUESTIONS A STUDENT MIGHT ASK IN AN INTERVIEW

Job Description
- What are the job specifications for the position?
- Can you describe my duties and responsibilities?
- Can the job description be altered? Upgraded?

Job History
- How long has this position been available?
- Is this one of a number of similar positions, or is this the only one?
- Where do people go after working in this position?

The Company
- What new products and services are in the developmental stage?
- Does the company have periodic employee performance review?
- Are new markets anticipated in the near future?

The Department
- Does the company have any long range plans for this department? How long has this department existed? Where does it fit in the company's organization plan?
- What new projects or ventures are contemplated in the near future?
- Who makes the final decision on hiring for this position?

Personnel
- Who would I be working with? How many are there? My immediate superior? Associates in related departments?
- Could you describe the atmosphere (feeling, tone) of the department? How do the people there relate to one another? Do they tend to form personal relationships?
- Do you have suggestions about becoming integrated into the department?

Orientation and/or Training
- Is there a training program or orientation for new employees?
- How can I become familiar with company policies and etiquette?
- Are employees encouraged to take courses or graduate study? Is tuition reimbursed?
- Does the company participate in management associations? Industry conferences? Professional associations? Are employees encouraged to do so?

The Community
- Where might I be working if hired by XYZ Corporation?
- How can I get information about housing, cost of living, schools, recreation, etc.?
- Does the company encourage employees to participate in community activities?

QUESTIONS NOT TO ASK!!!
- How much is the salary?
- ANY questions beginning with... "If I don't get the job with (any other organization)..."
- "If you should decide to hire me..."
- How do you feel about hiring someone who... has been in jail or belongs to (political organization)
- How much money do you make?