Questions Applicants Can Ask at the Interview

First Interview Questions
• Why is this position open?
• What would a normal working day be like in this position?
• How many entry-level positions do you normally fill each year?
• What positions do those hired for entry-level positions last year currently hold?
• Have you previously hired NIU grads?
• What characteristics and skills do you notice in people who are successful in this field?
• Is there a structured career development or promotions program?
• How much travel does this job require? Is a car provided?
• Will I be expected to resolve issues independently, or will there be opportunity to consult with others?
• How would you differentiate your company from your major competitors?
• How is the present economic situation affecting your organization?
• How would you describe the management style of this business?
• What is the next step in the selection process? What is the time frame for selection?

Second Interview Questions
Ask your prospective supervisor
• How does this department relate to other departments in achieving the goals of the entire organization?
• How much contact or exposure does the staff have with management?
• What are some of the department’s ongoing and anticipated special projects?
• What are the reporting relationships in this department? In the company?
• Do employees normally work many hours of overtime? Are flexible work schedules permitted?
• Are there opportunities to transfer between areas of the company?
• How would you describe your management style?

Ask the HR manager
• How many employees are currently working in this position?
• What kind of orientation or training do new employees receive?
• How does the company/department support employee development?
• How often are performance reviews given? Who will evaluate my performance?
• How frequently are employees relocated? How much input does the person have?
• Do you have literature that outlines the benefit package the company offers?

Ask prospective co-workers
• What do you like best and least about working for this company/department?
• What is a typical day like for you?
• Do you feel you can express your ideas and concerns here?
• What can you tell me about housing in the area?
• How long have you been with the company? Does your future here seem secure?
To access all Career Services' handouts, visit: niu.edu/careerservices/handouts.html