

# Questions to Ask and Questions Not to Ask

## Purpose:

1. Realize you may only have 3-5 minutes to ask questions in an interview
2. Your questions should be asked from the perspective of: HOW CAN I HELP THE EMPLOYER/RECRUITER
3. The Recruiter can be impressed with the quality or can dismiss you by the nature of your question
4. Your questions should show the appreciation of the position you are applying for, your interest in your career and the organization you want to work for

## THREE RULES ABOUT QUESTIONS:

1. Don't ask questions that could be answered by reviewing their website.
2. Avoid self-serving questions about hours, benefits, time off etc.
3. Use your questions to learn more about the priorities of this hiring authority and to show them how you HAVE what they NEED!

## QUESTIONS CAN REVEAL THE FOLLOWING:

- Important information about your credentials that are not in your resume or in the interview
- If you will be considered for this opportunity
- More detail about the opportunity
- Where they are in the hiring process

## Fitting in Questions to Ask 😊

- Considering my background, how well do you think I would fit into this position, or at your company?
- Would the work involve a flexible lifestyle such as working nights, weekends?
- What personal attributes are essential for success at your company or this position?
- Taking into account my skills, education, and work experience what other actions can I take to improve myself to be considered?

- Would you be able to tell me the most important trait/s that you look for in a candidate?

### Fitting in Questions NOT to Ask 😞

- How does yours compare with other companies in your sector?
- Why do people leave this field or company?
- Don't ever say anything negative to the recruiter about your college, previous jobs, companies, or supervisors.
- What don't you like about your job or working at Company X?

### Skills & Experience Questions to Ask 😊

- What educational preparation or courses would you recommend for someone who wants to advance at your company?
- What qualifications, experiences, attitudes do you look for in a new hire?
- How do most people enter this profession?
- What do you think of my background? What type of position would I qualify for? **(if you have done your research, you can suggest the positions you think you qualify or are interested in)**
- If I am asked to continue in the hiring process, would you be able to tell me what matters I need to address to continue to move forward?

### Skills & Experience Question NOT to Ask 😞

- Which of my skills are strong compared to the other job hunters?

### Advancement Question to Ask 😊

- If I am interested in another position at your company, how long would I have to stay in an entry level position before I am able to transfer to another position? Would your company be able to support my interest in taking further courses to upgrade my education?
- Can you tell me how you got started at your company? What do you like about working at your company?
- Can a Job Shadowing/Internship opportunity be arranged?



## Advancement Questions NOT to Ask

- What would be my earning potential if I entered in this field ?– (this question can be asked later once you are talking about a specific position)
- Where can I get up-to-date info on salaries and industry issues?
- How long does it take for managers to be promoted? (do not ask this question- promotions are based on merit)
- What is the background of most senior managers? (LinkedIn profiles, Profiles on their Website, literature will answer this question)

## Tips

- Ask your questions with a smile and with eye contact
- After posing the question, you then don't say ONE WORD. Listen very carefully to their answer.
- If they list a positive quality related to the position or hiring process, if you have that quality, confirm by responding with an example.

### **Example: The position requires staff who show initiative**

You respond. "In my position at XXX, I often was complimented by my manager for demonstrating initiative. I would (provide an example )...."

### **Example: We look for people with customer service experience.**

You respond. "As a student I worked in the retail/call centre where I had to work in a quick paced environment where there were upset customers. I was recognized for ..... (provide an example)"