

# Interview Strategies & Questions

## Pre-Interview Issues

- Employer will have you complete a job application (paper or online)
  - Best to complete a paper version of an application before an interview
  - This is a portable job application form that you can complete in advance
  - Can use this completed form help you fill out the employer's job application and ensure that what you put down is always consistent and accurate
  - A blank Master Job Application form is located at [www.trainingtamer.com](http://www.trainingtamer.com) in the **Downloads** section on the main menu
  - Need to identify three professional references to put on this form and at least one of them should be a previous manager
- Managing criminal record issues
  - If you have a criminal record, such as a felony conviction, you must admit it on the form but if your asked for details, say you will explain the circumstances in the interview
  - To overcome felony convictions issues during the interview, first state briefly and clearly that you know you made a mistake and then explain what you've learned from it and how you've worked to change your life since to be a more productive member of society
  - You can also improve your chances of getting the job by getting an insider to recommend you and/or by getting bonded for a certain dollar amount so the employer feels financially protected in case you should steal from them or damage their property
- Dress for success and manage body language (yours and theirs)
  - There are two handouts on [www.trainingtamer.com](http://www.trainingtamer.com) in the **Downloads** section that deal with these issues (in the subsection called Interviewing)
  - One is called Interviewing Skills: Looking Professional
  - The other is called Interviewing Skills: Body Language
  - Both of these were provided by Monica Gregosky of the SPC Tweeners Group in Tampa, FL
- Employer may give you tests and often use the results to decide screen you in or out on the spot
  - Can be an employee profile test to determine your suitability for the job
  - Can be a general test covering math, customer service, management, etc.
  - Can also involve problems or scenarios specific to type of job you're seeking that require written answers
  - Ask HR (or Recruiter) the above tests prior to interview since they may be used to screen you out
  - Get as much information beforehand about the tests as you can from HR so you can better prepare
  - Make sure you prepare so you don't get caught off guard and panic
- Employer may request you deliver a presentation
  - Need to prepare/deliver a PowerPoint Presentation
  - Should be told about this in advance so you can prepare but ask to be sure
- Employer will ask you questions during the interview
  - Traditional/Basic Interview Questions
  - Situational/Scenario Interview Questions
  - Behavioral Interview Questions
  - Stress Questions
  - Case Study Problem You Must Respond to On the Spot

## Post Interview Issues

- If interview goes well and employer is considering hiring you, they will typically do some or all of the following based on the position you're applying for:
  - Reference Checks
    - Employers will typically call your references and ask them questions about your skills, performance, attitude, etc.
    - Be sure to call your references in advance and fill them in on the details of the job so they can support you well when the employer calls
  - Credit Checks
    - Done more and more these days
    - Poor credit score could be used as a basis for screening you out
  - Criminal Background Checks
    - Typically done for positions involving money, credit information, etc.
    - If you fail, you will be screened out
  - Drug Tests and/or Lie Detector (Polygraph) Test
    - Will be screened out if you fail
  - Educational Background Check
    - If your education is not corroborated by your college/university, you will not get an offer or you could be fired if they check after you start
- If I don't hear back from the employer after my interviewer, what should I do?
  - Call the hiring manager and ask about the status of the position
  - Reiterate your interest, enthusiasm and fit for the job
- If I don't get the job, can I ask for feedback as to what I need to improve so I do better next time?
  - You can always ask but typically, most employers won't answer (concerned about being sued)
  - Some employer's will respond so it's always wise to ask anyway

## Interview Strategies

- **Techniques for Effectively Answering Interview Questions**
  1. Speak as if you're talking to your best friend – Remember, people hire candidates they LIKE
  2. Smile and maintain eye contact
  3. Speak with passion about what you've done: If you're truly invested in what you're saying, you'll be better able to keep your audience's attention
  4. Be patient with yourself. It's easy to get frustrated if you make a mistake. Remember that interviewing is not easy and it takes time and practice to hone your skills.
  5. Avoid using filler words like *um* and *ah* too often and be sure to use correct grammar.
  6. Show enthusiasm in your voice and use various intonations to keep it lively
  7. Maintain good posture and avoid fidgeting since it's very distracting
  8. Take 5 seconds to think of an answer for a tough question before responding
  9. Keep answers short and concise to be effective (30-45 seconds)
  10. Try to address the question from the employer's perspective
  11. Provide enough detail so interviewers don't have to dig to get the information they want
  12. Answer the "What is your greatest weakness?" question with a medium weakness you used to have but have worked on and overcome (so it's now a strength)
  13. Practice answering questions with family/friends to get feedback on your performance or leave a voice mail for yourself with the answer to see how it sounds to you
  14. ***Use concrete work examples to support your answers and include quantifiable accomplishments whenever possible. This is far more effective and memorable than high level, conceptual answers.***

15. Show 1 -2 work samples (e.g. copy of a brochure you developed) accompanied by a 3 – 4 line explanation of how the work sample benefitted the company, your department, your customers or vendors, etc.

### **SAB Method for Answering Interview Questions**

- Use the **Situation, Action, Benefit (SAB)** technique to structure your answer and keep your response time to about 30-45 seconds
  - **Situation** = What happened (keep it brief)
  - **Action** = What you did
  - **Benefit** = Benefit to you, co-workers, manager/company, customer/supplier, etc.

The trick is to keep the **Situation** part of your answer short and to the point. Say what happened quickly (without too many unnecessary details) and then get right to the most compelling part of your answer, which is the **Action** and **Benefit**. Tell the story like you're reliving it in the present (e.g. "I was standing on the shop floor when my manager John came up looking very angry. ....") – it makes it more compelling and is easily remembered.

#### **Example Question:**

Tell me about a problem you had with a subordinate and how did you handle it?

#### **Example Answer:**

**SITUATION:** Tara came into my office to talk to me when another employee was present and quickly became angry and belligerent. I had no idea why and I started to feel defensive and angry. **ACTION:** Rather than respond in kind and make matters worse, I suggested we all go to lunch to simmer down and finish the conversation later. After lunch, I asked Tara why she was so upset. She told me it was about something I said in a team meeting a month ago that really bothered her. When I asked her what it was, it turned out to be a misunderstanding. **BENEFIT:** I then asked Tara to bring up immediately issues in the future to avoid a recurrence of this problem and she agreed. This improved our working relationship and made her a stronger leader and contributor.

- Remember, HR/hiring managers hire people they like, believe will fit into their team/company culture, and have the best skill set for the job

## **SAB Method - Practice Exercise**

### **Instructions:**

1. Get in groups of 2 and answer some of the questions on the below questions
2. One person will be the job candidate and the other the interviewer
3. The interviewer will ask the job candidate 3 questions from this list
4. Job candidate will respond in 30-45 seconds using the **SAB** Method
5. If job candidate takes more than 30 seconds to complete the **Situation**, interviewer will give him a timeout signal and ask him to start again
6. Interviewer will ensure that job candidate always includes a **Benefit**

### **Practice Questions:**

1. Tell me about a problem you had with a manager. How did you handle it? What did you learn from it? What would you do differently next time?
2. What has been your biggest professional disappointment? Why?
3. Tell of some situations in which you have had to adjust quickly to changes over which you had no control. How did you handle it? What was the impact of the change on you?
4. What position do you prefer on a team working on a project (e.g. leader, follower, etc.) and why?
5. Tell me about a problem you had with a co-worker. How did you handle it? What did you learn from it? What would you do differently next time?
6. How do you propose to compensate for your lack of experience on our systems?
7. Give me an example of a time when you set a goal and were unable to meet or achieve it. What got in the way and how did you handle it?
8. What have you learned from mistakes on the job?
9. Tell me about a problem you had with a customer. How did you handle it? What did you learn from it? What would you do differently next time?
10. What irritates you about co-workers?
11. What would your previous supervisor say your strongest point is?
12. Tell me about your ability to work under pressure.
13. Tell me about a difficult situation you faced. How did you handle it? What did you learn from it? What would you do differently next time?
14. How would you know you were successful on this job?
15. Tell of a time when your active listening skills really paid off for you - maybe a time when other people missed the key idea being expressed.
16. Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
17. Tell me about a difficult decision you've made in the last year.
18. What is your typical way of dealing with conflict? Give me an example.
19. Tell me about a time when you missed an obvious solution to a problem.
20. Recall a time when you were assigned what you considered to be a complex project. Specifically, what steps did you take to prepare for and finish the project? Were you happy with the outcome? What one step would you have done differently if given the chance?
21. Describe a time when you anticipated potential problems and developed preventive measures.

## **Types of Interviews**

There are four types of job interviews you could face when you interview with a company.

1. **Telephone Pre-Screen Interview:** This type of interview is usually done by an HR person to see if you are a strong enough candidate to be brought in for an Face to Face interview. It is used to weed out inappropriate candidates and leave a reasonably sized group that appear to be well qualified for the position. Here are a couple of tips being successful on the phone. First, stand up during the interview since it will increase your energy. Put up sticky notes on the wall with all you key points, answers to tough questions, etc. Make sure you organize them so you can find what you need at a glance. This will make you more confident and help you win. Remember to smile and be enthusiastic since this comes through on the phone.
2. **Skype Interviews:** Same as a telephone pre-screen interview but done over the Internet. The main difference is that people can see you and pick up on all your non-verbal communication. As a result, you want to avoid crossing your arms, constantly brushing your hair out of your face and any other type non-verbal cue that could impact the interviewer's impression of you. I suggest locking down your arms and legs and only move your hands when you're using them to

communicate a point. Be sure to smile regularly and just be yourself. And more than anything else, speak like your talking to your best friend. This will make you more likable and people hire people they like.

3. **Face to Face Interview:** This typically involves interviewing with the Hiring Manager. There are 3 types of Face to Face interviews:
  - a. **One on One Interviews:** You meet with one person and that's it. This is the simplest and easiest type of interview.
  - b. **Panel Interviews:** You face a panel of people who take turns asking your questions. This type of interview can be unnerving since you are facing so many people but if you remember to just focus on the person asking you a question, you can manage it quite well. As you get more comfortable during the interview, try to look at all the players in the room to connect with them and see how they are reacting to your answers.
  - c. **Round Robin Interviews:** Here, you are interviewed by a group of people but one after the other in succession. This makes for a very long interview and you have to pace yourself to maintain a consistent level of energy throughout the process. After you meet with each person, ask for a bathroom break so you can get some water, get your center and relax a bit before you face the next person in line.

## Interview Steps

There are 4 steps to a job interview. We'll discuss each step in turn below.

### Step 1: Open the Interview

#### *INTRODUCE YOURSELF*

- When you first see the interviewer, reach out and shake hands (medium grip).
- As you do, say hello and use the interviewer's name
- Then give your name and the title of the job you're interviewing for
- Ask the interviewer if he/she has a copy of your resume and if not, make sure you have 3-4 extra copies available do give him/her and anyone else on the interview team

#### *DO ICE BREAKERS*

- This is the getting to know each other part to make interviewer and you more at ease
- Look for pictures, trophies, etc. in the interviewer's office to find clues for starting a conversation
  - Use what you find to help break the ice and allow both of you to get to know one other and create a more relaxed atmosphere  
Example: "I noticed that picture of you fishing. What's your favorite fishing spot? I love to find great new fishing spots whenever I can."
  - If you're interviewed in a conference room where you have no clues, ask general questions instead  
Example: "How long have you worked here?" or "What attracted you to this company?"
- Be careful not to do this too long since it will cut into your interview time (just a few minutes)

### ***SET THE STAGE***

- Ask hiring manager to leave you time at the end of the interview to:
  - Ask hiring manager questions about the company, your future manager and co-workers, the job, and the benefits
  - Show samples of your work from your Career Portfolio
- Ask if it's okay for you to take notes in your notebook during the interview
- Ask the hiring manager to give you a thumbnail sketch of the duties and responsibilities of the job from his/her point of view
  - Base your interview strategy on what hiring manager tells you vs. what was in the formal published job description
  - If you address a point that wasn't in the original job description, it will put you ahead of the pack
- Ask the hiring manager what his/her major problems and challenges are
  - Be sure to address these issues during the interview
- Ask the hiring manager what he/she expects you to accomplish in your first 90 days on the job.
  - Use this information in the interview to show you can effectively meet these needs
  - If you're one of the finalist being considered for the job, use this information to create a one page 30-60-90 Day Plan and then submit it to the hiring manager to break the tie and win the job

## **Step 2: Conduct the Interview**

- Take your time and think before answering
- Take **notes** during the interview so you can properly assess whether the job, manager/co-workers, and company (culture, etc.) are a good fit for you
- Use the **SAB** format to provide effective, memorable answers that have an impact and are easily remembered
  - **SAB** tells a clear, concise, and compelling story (paints a picture) based on your actual work experience that has a greater impact and is easily remembered
- Use work samples to support your answers and prove your worth
- Remember, the interview is a game (like Milton Bradley) so have fun with it

## **Step 3: Sales Close**

- Ask hiring manager following questions
  - Based on our discussion, my resume, and my portfolio examples, do you think I'm a good fit for the job?
  - If yes, ask "Do you have any reservations or concerns?"
    - If yes, provide examples from your work history to eliminate these concerns
    - Keep asking this question until there are no more reservations
    - Remember, these reservations may not be in the hiring manager's consciousness at the end of the interview but often surface later to eliminate you from contention – if you address them before leaving and resolve them, you **WIN!**
  - What's the next step (e.g. complete interview, hold second interview, make job offer, etc.) and when will it be completed
    - For example, if the next step is to complete the interviews, ask when that will occur
    - After that date has passed, it's okay to call and check in

- When you call, find out where they are, what the next step is, and when the next step will be completed (so you can call again then), and reiterate your interest and value (using your mini sales pitch) in the position

## Step 4: Final Close

- Shake hands
- Thank interviewer for his/her time
- Present your mini-sales pitch to end the interview and leave the interviewer a strong image of your value and fit for the job

**Example:** “I just want to remind you that I have over 3 years experience in customer service and I have the communications, listening, and problem solving skills to make an immediate contribution to your team.”

## Sample Interview Questions for Job Candidates

**Includes 50 great interview questions for prospective employees and strategies for answering them. Take 10-20 questions, write out your answers, and then review them to see if they conform to the SAB format and can be delivered in 30-45 seconds.**

### 1. Tell me about yourself.

The most often asked question in interviews. You need to have a short statement prepared in your mind. Be careful that it does not sound rehearsed. Limit it to work-related items unless instructed otherwise. Talk about things you have done and jobs you have held that relate to the position you are interviewing for. Start with the item farthest back and work up to the present.

### 2. Why did you leave your last job?

Stay positive regardless of the circumstances. Never refer to a major problem with management and never speak ill of supervisors, co-workers, or the organization. If you do, you will be the one looking bad. Keep smiling and talk about leaving for a positive reason such as an opportunity, a chance to do something special, or other forward-looking reasons.

### 3. What experience do you have in this field?

Speak about specifics that relate to the position you are applying for. If you do not have specific experience, get as close as you can.

### 4. Do you consider yourself successful?

You should always answer yes and briefly explain why. A good explanation is that you have set goals and you have met some and are on track to achieve the others.

### 5. What do co-workers say about you?

Be prepared with a quote or two from co-workers. Either a specific statement or a paraphrase will work. "Jill Clark, a co-worker at Smith Company, always said I was the hardest worker she had ever known."

**6. What do you know about this organization?**

This question is one reason to do some research on the organization before the interview. Find out where they have been and where they are going. What are the current issues, and who are the major players?

**7. What have you done to improve your knowledge in the last year?**

Try to include improvement activities that relate to the job. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

**8. Are you applying for other jobs?**

Be honest, but do not spend a lot of time in this area.

**9. Why do you want to work for this organization?**

This may take some thought, and certainly should be based on the research you have done on the organization. Relate it to your career goals.

**10. Do you know anyone who works for us?**

Be aware of the policy on relatives working for the organization. This can affect your answer, even though they asked about friends, not relatives. Be careful to mention a friend only if they are well thought of.

**11. What kind of salary do you need?**

A loaded question. A nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like: "That's a tough question. Can you tell me the range for this position?" In most cases, the interviewer, taken off guard, will tell you. If not, say that it can depend on the details of the job. Then give a wide range.

**12. Are you a team player?**

You are a team player. Be sure to have examples ready. Specifics that show you often perform for the good of the team rather than for yourself are good

**13. How long would you expect to work for us, if hired?**

Specifics here are not good. Something like this should work: "I'd like it to be a long time," or "As long as you feel I'm doing a good job."

**14. Have you ever had to fire anyone? How did you feel about that?**

This is serious. Do not make light of it or in any way seem like you like to fire people. At the same time you will do it when it is the right thing to do. When it comes to the organization versus the individual who has created a harmful situation, you will protect the organization. Remember, firing is not the same as layoff or reduction in force.

**15. What is your philosophy towards work?**

The interviewer is not looking for a long or flowery dissertation here. Do you have strong feelings that the job gets done? Yes. That's the type of answer that works best here. Short and positive.

**16 If you had enough money to retire right now, would you?**

Answer yes if you would, but since you need to work, this is the type of work you prefer. Do not say yes if you do not mean it.

**17. Have you ever been asked to leave a position?**

If you have not, say no. If you have, be honest brief, and avoid saying negative things about the people or organization involved.

**18. Explain how you would be an asset to this organization.**

You should be anxious for this question. It gives you a chance to highlight your best points as they relate to the position being discussed. Give a little advance thought to this relationship.

**19. Why should we hire you?**

Point out how your assets meet what the organization needs. Do not mention any other candidates to make a comparison.

**20. Tell me about a suggestion you have made.**

Have a good one ready. Be sure and use one that was accepted and was then considered successful. One related to the type of work applied for is a real plus.

**21. What irritates you about co-workers?**

Trap. Think "real hard", but fail to come up with anything that irritates you. A short statement that you seem to get along with folks is great.

**22. What is your greatest strength?**

A number of answers are good, just stay positive. A few examples:

- Your problem-solving skills.
- Your ability to work under pressure.
- Your ability to focus on projects.
- Your professional expertise.
- Your leadership skills.
- Your ability to prioritize.
- Your positive attitude.

**23. Tell me about your dream job.**

Stay away from a specific job. You cannot win. If you say the job you are contending for, you strain credibility. If you say another job, you may plant the suspicion that you will be dissatisfied with this position, if hired. The best bet is to stay generic and say something like: "A job where I love the work, like the people, can contribute, and can't wait to get to work."

**24. Why do you think you would do well at this job?**

Give several reasons and include skills, experience and interest.

**25. What are you looking for in a job?**

See answer #23

**26. What kind of person would you refuse to work with?**

Do not be trivial. It would take disloyalty to the organization, violence or lawbreaking to get you to object. Minor objections will label you as a whiner.

**27. What is more important to you: the money, or the work?**

Money is always important, but the work is the most important. There is no better answer.

**28. What would your previous supervisor say your strongest point is?**

There are a number of good possibilities:

- Loyalty
- Energy
- Positive attitude
- Diagnostics
- Team player
- Technical expertise
- Systems knowledge
- Initiative
- Patience
- Hard Work

**29. Tell me about a problem you had with a supervisor.**

Biggest trap of all. This is a test to see if you will speak ill of your boss. If you fall for it and tell about a problem with a former boss, you may well blow the interview right there. Stay positive and develop a poor memory about any trouble with a superior.

**30. What has disappointed you about a job?**

Safe areas are few, but can include:

- Not enough of a challenge
- You were laid off in a reduction.
- Company did not win a contract which would have given you more responsibility.

Don't get trivial or negative.

**31. Tell me about your ability to work under pressure.**

You may say that you thrive under certain types of pressure. Give an example that relates to the type of position applied for.

**32. Do your skills match this job or another job more closely?**

Probably this one. Do not give fuel to the suspicion that you may want another job more than this one.

**33. What motivates you to do your best on the job?**

This is a personal trait that only you can say, but good examples are:

- A challenge.
- Achievement.
- Recognition

**34. Are you willing to work overtime? Nights? Weekends?**

This is up to you. Be totally honest.

**35. How would you know you were successful on this job?**

Several ways are good measures:

- You set high standards for yourself and meet them.
- Your outcomes are a success.
- Your boss tells you that you are successful.

**36. Would you be willing to relocate if required?**

You should be clear on this with you family prior to the interview if you think there is a chance it may come up.

**37. Are you willing to put the interests of the organization ahead of your own?**

This is a straight loyalty and dedication question. Do not worry about the deep ethical and philosophical implications. Just say yes.

**38. Describe your management style.**

Try to avoid labels. Some of the more common labels, like "progressive", "salesman" or "consensus" can have several meanings or descriptions, depending on which management expert you listen to. The "situational" style is safe, because it says you will manage according to the situation, instead of "one size fits all".

**39. What have you learned from mistakes on the job?**

Here you have to come up with something, or you stain credibility. Make it a small, well-intended mistake with a positive lesson learned. An example would be: working too far ahead of colleagues on a project and thus throwing coordination off.

**40. Do you have any blind spots?**

Trick question, If you know about blind spots, they are no longer blind spots.

**41. If you were hiring a person for this job, what would you look for?**

Be careful to mention traits that are needed and that you have.

**42. Do you think you are overqualified for this position?**

Regardless of your qualifications, state that you are very well qualified for the position.

**43. How do you propose to compensate for your lack of experience on our systems?**

First, if you have experience that the interviewer does not know about bring that up. Then, point out (if true) that you are a hard, working quick learner.

**44. What qualities do you look for in a boss?**

Be generic and positive. Safe qualities are knowledgeable, a sense of humor, fair, loyal to subordinates and holder of high standards. All bosses think they have these traits.

**45. Tell me about a time when you helped resolve a dispute between others.**

Pick a specific incident. Concentrate on your problem solving technique and not the dispute you settled.

**46. What position do you prefer on a team working on a project (e.g. leader, follower, etc.) and why?**

Be honest, and if you are comfortable in different roles, point that out.

**47. Describe your work ethic.**

Emphasize benefits to the organization. Things like "determination to get the job done" and "work hard but enjoy your work" are good.

**48. What has been your biggest professional disappointment?**

Be sure that you refer to something that was beyond your control. Show acceptance and no negative feelings.

**49. Tell me about the most fun you have had on the job.**

Talk about having fun by accomplishing something for the organization.

**50. Do you have any questions for me?**

Always have some questions prepared with questions

- Questions involving areas where you will be an asset to the organization are good.
- "How soon will I be able to be productive?"
- "What type of projects will I be able to assist on?" are examples.

**NOTE:** You can find a list of interview questions called **64 Tough Interview Questions** on [www.trainingtamer.com](http://www.trainingtamer.com) in the [Downloads](#) section on the main menu. This set of questions also has suggestions for answering each question.

## Sample Questions for Employers

The following is a sample of questions that a job seeker might ask an employer during an interview. These questions are intended to help you learn all about the company, you manager and co-workers, the job and the benefits to decide if this job and everything else is right for you. Hopefully, this list will help you devise some other probing questions you want to ask.

If the answers you receive give you bad feelings about the job, pay attention to them. Too many people ignore them and end up in a job they really dislike or hate. In short order, they end up quitting or being let go and end up back in the unemployment line (perhaps without unemployment benefits this time). Better to trust your gut and find the job that is truly right for you!

1. Why is this position available?
2. What is the biggest challenge I would face on this job?
3. What are the organization's short and long-term goals?
4. Six months from now, how will my successes be measured? How about in a year?
5. Who would be my immediate supervisor?
6. What are the most important skills needed for this job?
7. With whom would I be working, and what do they do?
8. How would you describe the ideal person for this position?
9. Is overtime available or expected?
10. What is the career path for this position?
11. What projects could be I involved with?

12. Is there technical training on the job?
13. Are there opportunities to cross-train?
14. Is this position expected to be permanent, long term?
15. Is this a position that could be worked on flextime?
16. What kind of self-improvement is expected?
17. Is there a mentoring program to help new employees with questions or issues they encounter on the job?
18. What would be a typical day for a person in this job?
19. What is the next step in the hiring process for this position?
20. What has the turnover been in the area that I would be working?
21. If I were to ask three of your subordinates what's like to work for you, what would they say?
22. Does the company provide flex time or work at home options to employees?
23. What is the biggest challenge you are facing right now that the person filling this position can help you solve?
24. Tell me about the people I'll be working with? What are their roles? What will they need from me? Can I meet some of them?
25. In general, ask questions about the company, the hiring manager and your potential co-workers, the job, and the benefits.
26. What are the greatest obstacles or problems are you facing in this department or in the company that need to be solved?
  - a. Introduce ideas of how you could solve some of these problems, either in the interview or afterwards in your Thank You Note.
27. What has been your greatest success as a manager?
28. What was your greatest frustration or setback as a manager?
29. Describe your management style?
30. From your viewpoint, what are the company's greatest assets and successes?
31. What is your impression of upper management in the company?
32. Are the corporate goals linked to divisional and departmental goals?
33. What is the company's greatest strength?
34. What is the company's greatest weakness?
35. Why did you choose to work for this company?
36. If there was one thing you could change about this company, what would it be and why?

**Questions 36 – 50 came from Scott Ginsberg via The Ladders.**

37. Why is this position vacant?
38. Do you promote from within?
39. Do you have a formal training program?
40. What are the future goals of the company?
41. How will I know that I have met your goals?
42. How would you describe your company's culture?
43. How will my performance be evaluated, and how often?
44. What is the average work week of the person who will fill this job?
45. Will I be hearing from you or should I contact you?
46. Do you see any gaps in my qualifications that I need to fill?
47. Are there any reasons I'm not fully qualified for this position?
48. Is there anything I've said today that might hurt my chances of being hired here?
49. Now that you've had a chance to meet and interview me, what reservations would you have in putting me in this position?
50. What have I accidentally said or done during today's interview that's inconsistent with your perfect candidate for this job?

51. What are the day-to-day expectations and responsibilities of the person hired into this position ... and what would make that person a 'superstar'?
52. What does your boss expect of you and your team in terms of performance? ... And how could I help you meet those goals?
53. What's the one thing I could do on the job that would benefit you the most?
54. At this point, do you have any doubts about my ability to succeed in the role?
55. You do think that my experience with that type of situation would be relevant to my work here, don't you?
56. I think that's the kind of experience you are looking to bring to your team?

## **Send a Thank You Note**

***DON'T FORGET TO SEND A THANK YOU NOTE RIGHT AFTER THE INTERVIEW!***

- Again, reiterate your enthusiasm and fit for the job
- If there's anything important you forgot to mention in the interview or a question you didn't address as well as you'd like, you can always manage these things in your thank you note
- If you can provide something of value to a hiring manager, such as a article on the web that might help resolve a problem, include this information since it will make you appear as a contributor even though you're not on board yet.