



Questions regarding a Particular Job or Career Field:

- ✓ What are the primary/major job responsibilities and what skills are required?
- ✓ What do you like/dislike about your job?
- ✓ How many hours do you work each week? What kind of schedule is typical?
- ✓ What degree of flexibility and variety is possible?
- ✓ How much travel is required?
- ✓ How much interaction do you have with co-workers and clients?
- ✓ What are the non-compensation based benefits of this position?
- ✓ How does your career fit in with the rest of your life?
- ✓ Do you have any new projects currently underway or being developed?
- ✓ What types of decisions are you responsible for?
- ✓ What other positions are possible after working in the field?
- ✓ What advice can you offer for beginning a job search?
- ✓ What requisite experience would you recommend if entry level jobs are unavailable?

Questions regarding a Particular Company:

- ✓ How does this company differ from its' competitors?
- ✓ What is the overall management style?
- ✓ What are the future directions and trends within the company and industry?
- ✓ What provisions are made for professional development?
- ✓ What are the general company policies and expectations?
- ✓ What problems is the company facing?

Questions regarding your Background and Personality as a Fit in the Organization:

- ✓ How would my skills and background fit with this organization?
- ✓ Who in the company would be most interested in my skills?
- ✓ Could you give me some feedback on my resume?
- ✓ What is the "personality" of the organization? Hours? Values? Lifestyle issues?
- ✓ Do I have the qualifications and/or skills for positions in this organization/department?
- ✓ Who is the best person in this role you have ever seen? Please give me three reasons why that person is the best.