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Questions To Ask

(SUGGESTED QUESTIONS FOR THE JOB INTERVIEW)

Why is this position open?

How often has this position been filled/posted in the past 5 years?

What have been the primary reasons for individuals leaving this position?

Why is the person currently in this position leaving?

What would you like to see done differently by the person selected to fill this position?

What are the key objectives that you expect to see accomplished in this position?

What are the most pressing action items? What would you like to see accomplished within the first 2 to 3 months?

What are some long-term objectives identified for this position?

What freedom will I have in determining work objectives, deadlines and methods of accomplishment?

What support does this position receive in terms of staff, resources and budget?

What are some of the more difficult problems one is likely to encounter in this position? How do you think these can best be handled?

What does the future with the company hold for the individual who is successful in this position? Within what time frame?

How is one judged/evaluated? What is the criterion for success?

In what ways has (this organization) been most successful in terms of products and services?

What significant changes do you see for (this organization or position) in the near future? Over the long haul?

What are the most critical factors for success with this business/industry?

Where do you see the business/function/industry going in the next few years?

How does one best go about winning support from top management for new projects/concepts/ideas?

How would you describe the management style of this business? How would you describe your management style?

What are the most important traits you look for in a subordinate?

How do you like your people to communicate with you? Orally, in writing, E-mail, open door, in meetings, only when requested or necessary?

Describe for me a typical day on the job for the individual selected for this position?

May I have a copy of the job description/position summary? May I see the work area, tour facility?

What will be the orientation process? Who will provide this?

What is the next step in the selection process? What is the time frame for selection? How many candidates are being considered?