



NORTHERN ILLINOIS UNIVERSITY

Career Services

Division of Academic Affairs

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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 been with the company? Does your future here seem secure?