



Potential Candidate's Questions for Interviews

The Position

Tell me more about the scope of the position:

- People supervised
- Budget
- Interaction with other departments / parts of the organization
- Personal authority for budget and staffing decisions

What are the critical factors for success on the job?

What do you expect this person to accomplish in the first 30 days, 90 days, 1 year?

What are the most pressing challenges?

Tell me about your objectives-setting and performance appraisal systems

- Will I participate in setting my objectives?
- What percentage (of any incentive plan) is tied to personal performance?

Why is the position open?

What happened to the previous incumbent?

What have you liked best/least about how others performed the job?

Work environment

How would you describe the work environment here?

- Formal/informal
- Closed door/open door
- Political/non-political

Who are the best allies I could have?

Is the emphasis more on personal performance or team decisions?

Is there a well-established corporate culture that everyone pretty well knows?

What personal traits are required to be successful at this company?

Opportunities for Advancement

How long should I expect to hold this job?

What are the most likely promotional opportunities?

How important are lateral assignments in moving up the corporate ladder?

Do you have formal career development programs?

Do employees here participate in their career planning?

Do you see management opportunities growing or shrinking over the next five years?

Knowledge of the Company

(Ask at least three questions demonstrating your knowledge of the company's financial performance, products, growth plans, recent announcements, etc.)

Closing

"I'm very excited about the opportunity, and hope you are excited about me. How can I help keep the process moving?"