

Sample Questions that you could ask

The role

You should be able to show that you have carried out some research prior to the interview before asking the questions. For example: "I understand that...; could you explain how...?"

How would you describe a typical day for the person doing this job?

What systems do you use?

What sort of handover will there be with the person who is currently doing this job?

Why did the last person leave?

What percentage of my job would be < > and what percentage would be < >?

To what extent would I use my < > skills?

What type of person are you looking for to fill this role?

Who would I be reporting to?

How long has the person I will be working for been here?

Will there be the opportunity to work on my own initiative?

How could the role develop?

The department

How does the department fit in with the company?

Are there plans to expand/change the department?

What are the personalities of the team?

Which other areas of the company does the team work with?

The company

What position does the company hold in the market place?

What are the company's plans for the future?

What is the company's current annual growth rate?

How many offices are there?

People Development

What sort of training is offered?

Do you encourage further study?

How are individuals' progress monitored?

The interview

Would I be able to see the office I would work in and meet other members of the department?

When do you think you will decide on your short list for second interviews?

How many/more people will you interview for this position?

When will you make a decision?

When are you looking for someone to start?

What is the next step from here?