Applicants’ Interview Questions

First Interview
• What would a normal working day be like in this position? What would be my initial duties and responsibilities?
• During training, are employees rotated through functional fields?
• How many entry-level positions do you normally fill each year?
• What positions do those hired for entry-level positions last year currently hold?
• What is your retention rate for entry-level positions? How will my performance be evaluated?
• What kinds of characteristics do you notice in people who are successful in this field?
• Do employees progress at different rates or is there a structured career development or promotions program?
• How much travel does this job require? Is a car provided?
• What criteria are used to determine when to provide increased responsibilities and opportunities for promotion?
• What analytical and interpersonal skills are needed in this position?
• Will I be expected to resolve issues independently, or will there be opportunity to consult with others?
• How did you get to the position you are in?
• How would you rate this organization in terms of opportunity for advancement, work environment, job security?
• How would you differentiate your company from your major competitors?
• How is the present economic situation affecting your organization?
• Have you previously hired KC graduates? Are they still with the company?
• How would one transfer from one division and/or location to another?
• What are the opportunities for advancement? How soon could I expect to be advanced to the next level?

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 department and staff have with management?
• What are some of the department’s ongoing and anticipated special projects?
• What kinds of decision-making responsibilities could I expect after I have gained a year’s experience?
• What are the reporting relationships in this department? In the company?
• Do employees normally work many hours of overtime? Are flexible work schedules permitted?
• What would be my primary responsibilities? To whom would I report?
• Are there opportunities to transfer between functional areas of the company?

Ask the HR manager
• How many employees are currently working in this position? Has this number increased or decreased in recent years?
• Are any evening/weekend courses or professional development activities available or recommended for new employees? How does the company support employee development?
• How often are performance reviews given? Who will evaluate my performance?
• How frequently are professional employees relocated? How much input does the person have?
• What kind of orientation or training do new employees receive?
• What community services or activities are available in the area? What is the rate of employee turnover?
• 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 department or company? 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 you been with the company? Does your future here seem secure?