CAREER TOOLKIT

QUESTIONS TO ASK THE INTERVIEWER
OVERVIEW

A job interview is an opportunity for a company to learn more about you. Additionally, it’s to your advantage to find out what you need to know about them and the position to make your own well-informed decision. You also want to use the opportunity to impress them with smart questions, showing your interest and diligence. Of course, the best questions to ask are ones highly specific to the role and/or the company. For example, for a Project Manager in Pharmaceuticals, a great question to ask that demonstrates both your knowledge and passion could be “I know the change in regulations that comes with CFR 21 Part 11 is affecting the way all pharmaceutical companies are collecting and storing patient data - how has ABC Company been adapting to the change so far?” Below are a series of questions to consider on a per-interview basis to learn more and to impress.

QUESTIONS FOR HUMAN RESOURCES / RECRUITER

To whom does the position report? In which division?
Can you describe the organization’s structure and mission?
How would you describe the culture? I’ve read/heard...
What should I expect as the next step in this process?

QUESTIONS FOR THE HIRING MANAGER

How do employees grow and learn?
How is performance evaluated?
What are the strengths of the current team?
What do you see as the biggest challenge for this position?
What are your 60 / 90 / 120 day goals for this position?
What are the specific responsibilities/goals of this position?
How would you describe the company’s overall management style? Your management style?
What do you feel are the most important skills/experience to succeed in this role?
What would you expect the first assignment to be?
How would you describe a “typical day” in this position?
How does this position interact with other departments?
How long have you been with the organization?
What other roles have you had with the organization?
What is your vision for this department/division?
How can I be most successful in this role?
QUESTIONS FOR COLLEAGUES & PEERS

What is it like to work here?
How would you describe the organization’s culture?
What do you enjoy most about your job? Least?
What’s most rewarding about working here?
How long have you been with the company? Where did you work before here?

QUESTIONS FOR THE MANAGER’S MANAGER

How much latitude would I have in terms of making decisions, determining objectives, etc.? In other words, what would be the level of impact I can have on the organization?
What do you see as the most critical issues facing you and the person in this position? What would be the costs of not addressing those issues?