



## INTERVIEWS

How do I ask the right questions?

### Why do I need to ask questions?

When an interview is done correctly, each party should “sell themselves” to the other. Not only should the candidate need to align their experience, knowledge and skills with interview questions, but the interviewer also wants to know that the vision and values of the company are aligned with the candidate’s. Preparing relevant and insightful questions to ask the interviewer shows that you have initiative and enthusiasm for the role on offer and the company itself. It also allows you to demonstrate your ability to do relevant background research; a tactic guaranteed to impress any interviewer.

### When should I ask questions?

Most interviewers will offer you the opportunity to ask questions either during or after certain sections of a structured interview. Always ensure you tailor your questions to elaborate on aspects of the role brought up in the interview you want clarification around, and that the answer to the question cannot be easily researched or found on their website/brochure material.

### Help! All of my questions were answered in the interview!

There may be occasions where you painstakingly research the company and choose a carefully selected list of questions which are perfectly tailored to the role you are applying for, and during the interview find that every single one of them has been answered... Don’t panic if this happens! When the interviewer gives you an opportunity to ask any questions, be honest and lighten the mood. Inform the interviewer you actually had a list of prepared questions that he already answered for you. Or alternatively you can ask him to further elaborate on one or more of the questions you had for them. Don’t be afraid to mention that if you think of any questions regarding the role, team, manager or company you will be in touch with them. They will thank you for it!

## What type of questions should I ask?

Questions to the interviewer should always be about the role you are applying for, the team, the manager or the company. Keep it relevant, and again, make sure the answers haven't already been given or readily available on their website!

### ➤ Ask questions about the role...

- How has the position become available?
- How is performance measured and how often is it reviewed?
- What long-term career opportunities are available and how do you support the up-skilling of staff?
- What are the key challenges of the role, particularly in the first six months?
- How would you describe a typical day in this position?

### ➤ Ask questions about the team...

- How many people are in my team and what are their roles?
- How does the team fit into the organisation as a whole?
- How would you describe the culture of the team?
- With whom will I be working most closely?
- What are the company's plans for this team over the next few years?

### ➤ Ask questions about the manager...

- How would you describe your management style?
- Can you tell me about your background and your key strengths?
- What do you like most about working here?
- What are the qualities you do and don't like to see in your team members?

### ➤ Ask questions about the company...

- How would you describe the culture of the company?
- What is the leadership style of the upper management team?
- I read about (name issue) in (name research/source). What other key issues is the company facing at the moment?
- What are the major plans for the company in the next five years?

For more information regarding CV writing and interview techniques please contact one of our friendly, dedicated consultants today or check our website for the date of our next free workshop!