

1. What is a typical day on the job like?
2. What personal qualities or characteristics are most important to succeed in this job?
3. What working relationships will I have with others in this organization?
4. How often will my performance be evaluated? How will I be evaluated?
5. What are the prospects for future growth and expansion of this company or department?
6. Are there opportunities for growth and advancement?
7. What training opportunities are available to better prepare employees for their positions or for advancement?
8. Describe your typical client/student/customer.
9. How much flexibility or independence will I have in this position?
10. How would you describe my supervisor?
11. Why is this position open?
12. What has the turnover been like in the past 5 years?
13. How balanced is the workload?
14. What is the best part of working at the organization?
15. What do current staff members like most about their job?
16. Describe how staff meetings are structured? Is there an agenda? Open floor?
17. Describe the culture of the organization.
18. How are decisions made within the agency?
19. If the position requires relocation ask questions related to the community, such as size of the town, availability of cultural events, etc.
20. How would I learn the practices, policies, and expectations that will enable me to be successful?
21. What did you like most about the person who last filled this position?
22. What would you like to see the person who fills this position do differently?
23. What do you see as my strengths and weaknesses for this position?
24. What are the greatest challenges facing this position?
25. What are your immediate goals and priorities for this position?

26. What kind of support does this position receive in terms of people and finances?
27. Relationship of agency with superior (vice president/dean)? How much autonomy?
28. Would it be possible to meet with the people who work in the department?
29. Opportunities for consultation/outreach?
30. Do you encourage participation in community or professional activities?
31. How long has this position existed in your organization?
32. Describe your management philosophy.
33. Do you encourage creativity?
34. When do you expect to fill this position?
35. How many candidates are you interviewing for this position and have you been especially impressed by any of them?
36. What are the agency's top 3 priorities over next 5 years? Is there an overall mission?
37. Based on our discussions, I'm highly interested in this position because of x, y, and z. Would you consider me for this position?

