



QUESTIONS TO ASK IN AN INTERVIEW

Asking the right questions in an interview can set you apart from others. Select which of the below you would like to ask in your interview or add your own in this template.

Company

Interviewer

Time

Location

THE ROLE AND EXPECTATIONS

1. Thinking about employees who have done this work previously, what differentiated those who were “good”, from those who were “great”?
2. Could you tell me why this position has become available?
3. What would a typical day in this role look like?
4. What do you think are the three key qualities someone needs to shine in this role?
5. How long do you think it would take someone to be ‘up and running’ in this position?

LEADERSHIP STYLE

6. How would you describe your leadership style?
7. If a staff member comes to you with a problem, how do you usually address it?
8. How do you like to delegate tasks?
9. How do you monitor the performance of individual team members?
10. What would you like me to know about you as a leader?

THE TEAM

11. Will I be working with a small or large team, and can you tell me a little more about the people I will be working with?
12. Who would I be reporting to and what would my contact with that person look like?
13. Will I have a chance to meet my potential manager or colleagues during this process?
14. How would you describe the dynamics of the team that I’ll be working with?
15. If I am successful, do you have someone in my team who would act as a mentor or ‘buddy’ for the first little while?

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COMPANY CULTURE

16. How would you describe the workplace culture?
17. What do you enjoy most about working here?
18. What would your staff say the most challenging thing about working here is?
19. What are some of the biggest opportunities the company currently has and what does this mean for the staff?
20. What makes people want to continue working at this company?

TRAINING AND DEVELOPMENT

21. What types of professional development opportunities are offered?
22. If I was offered this role, is there any training you think I'd need to undertake immediately?
23. What do you imagine the career path to be for someone in this role?
24. How do you help your team members grow and develop professionally?
25. Can you tell me about your employee performance review processes?

NEXT STEPS

26. What is the company's vision for the next 12 months – and how will it impact this role?
27. What are the next steps in the interview process?
28. Could you tell me the timeline for making a decision and when you think I can expect to hear from you?
29. Is there anything else you need from me to help you make your decision?
30. Is there anything that we haven't discussed that you think is important for me to know about working here?

ADD YOUR OWN NOTES OR QUESTIONS