

Candidate Interview Questions (things you can and should ask...)

Are there any parts of my resume you'd like me to elaborate on?
Could you explain how this job fits into the overall structure of your company?
What's the single most important challenge facing your staff/organization right now?
What results would you like to see the person in this job produce?
Can you describe an ideal employee?
Can you tell me about the competencies necessary to perform this job?
How is performance measured and reviewed?
Can you describe a typical day in this job?
Can you portray the best and worst aspects of this job?
How long do people usually stay in this job?
Why did the last person leave this job?
How many employees are in this department?
Are there any weaknesses in the department you're working on improving?
Could you explain your organizational structure to me?
Where does this position fit in the organization?
How long have you been with the company?
Why do people leave?
What are the company's strengths and weaknesses as compared to the competition?
What are the best opportunities in your company for new hires?
What is the vision of the company?
What are the major changes in the industry, and how is the company responding?
What are the most important skills and attributes you are looking for in filling this position?
What would you consider to be required skills to be successful in this role?
What is the organization structure of your department?
How would you describe your company culture?
What are your organizational values? How do these values influence your decision-making?
What is your vision for your department over the next two to three years?
What major challenges are you currently facing?
What is your competitive advantage in the marketplace?
What makes your company better than your competitors?
In what areas is the competition beating this organization?
Who do you consider your customers to be?
Can you tell me more about the other people in the organization I would be working with? May I meet some of them?
What would you consider to be exceptional performance from someone performing in this position in the first 90 days?
What is the internal perception of pursuing further education, such as a Master's degree?
What is your management style?
How do you typically make decisions?
What is your preferred method of communicating with your team?
What can I do to make you successful?
How long have you been with the organization?
What has been your career path within the organization?
What will be the measurements of my success in this position?
Who are the primary constituencies that you are responsible to support? Shareholders? Customers? Employees? How do you make decisions which conflict with the needs of these different constituencies?
What are the organizational goals?
What are the metrics used to measure whether or not you are achieving organizational goals?
How far out into the future is the organization planning?
Do you have strategic planning within your organization? How often is it done? Who participates? What is the typical planning time horizon?
How are new strategic initiatives communicated to the organization?
Is your department considered to be a profit center or cost center? What are the financial expectations of the department?
Do you have control over your own budget? How is the initial budget amount determined?
Are budgets made at a centralized location, then rolled down, or decentralized, then rolled up?

