

Interview questions: Questions to ask

Asking questions in the interview shows that you are prepared and that you are interested in the role you are applying for. Although you cannot always prepare for the questions the interviewer might ask YOU, you can prepare questions that you would like to ask THEM.

Considerations when drafting your questions:

- Think about the job role and the responsibilities associated. Keep your questions specific to the job and what can be expected of you in the position. Perhaps there is something you would like to clarify from the Job Description. Tip: Scan the Job Description for key areas to formulate your questions around.
- Avoid asking about salary right away. Although this is an important topic for discussion and negotiation, it should not be the first item on your agenda.
- Be genuine in your questions and don't just ask for asking sake. If you are passionate about certain topics, then address these in your interview. Perhaps you'd like to find out more about the developmental opportunities at the organisation or about their social responsibility projects.
- If you have done your due diligence in learning more about the company beforehand, you can use this to ask further questions about their culture, management and competitors. Doing your own background checks and research is vital in showing that you are interested in the organisation.

Top 20 popular questions to ask your potential employer:

1. How many people are employed by this organisation/in this office?
2. Who will I report to?
3. Are there opportunities to engage with the team on a non-work level?
4. Are there opportunities to advance in the company?
5. Will there be training and developmental opportunities available?
6. How is performance appraised/measured?
7. Will I receive feedback from my superiors on my progress?
8. Is there a possibility of remote work required?
9. Will I be expected to travel in any of my duties?
10. What is it about the organisation that attracts you?
11. Where do you think the company is headed in the next 5 years?

12. Is this a new/existing role?
13. Could you describe the working culture of the organisation?
14. I'm interested in the team that I'd be working in, could you tell me more about them?
15. I noticed that the company is growing exponentially. Are there measures put in place to ensure sustainability?
16. Are you looking for something new in the role? What does that look like?
17. How can I impress you in the first 6 months?
18. Have some others failed in this position? Why?
19. What are some of the organisation's biggest tasks/projects/clients?
20. What are the next steps of the recruitment process?

Remember: Preparation is key! Preparing answers for expected questions is just as important as having questions of your own. Keep an eye out for our next item in the series to assist you with questions to expect on www.objectivaconsulting.co.za

Interview checklist

- Smile and confidence
- Dress neatly
- Prepare questions to ask
- Prepare answers for questions to expect
- Research company website and social media
- 2 x Copies of your CV
- 2 x Copies of your ID
- Calendar
- Directions
- Cash (for parking, coffee etc)