



# “Do You Have Any Questions For Us?”

*The Who, What, When, Where, and How interview questions that keep you in the running.*

## “Judge a man by his questions rather than his answers.” — Voltaire

Why ask questions during your interview? That’s a great question! The answer is, asking the right questions during your interview can enhance your ranking as a candidate.

First, asking questions demonstrates that you are engaged and interested in the job. Your questions reflect how well you have researched the company and that you have insightful queries based upon your research. Second, asking questions helps to slow down the pace of the interview, turning it into more of a back and fourth conversation. A conversation will help keep your interviewer engaged and interested in you. Third, your questions can help you gain more insight into the role and company culture; after all, you are interviewing the company, as well. Being a more informed candidate makes you more successful, both as interviewee and interviewer. Finally, when asked at the end of the interview if you have any questions, the type and quality of the questions you ask will give the interviewer further insight into who you are, what’s important to you, and how well you’ll meet the organization’s goals and culture. In short, questions are imperative!

### Warming up

Start your interview with a friendly question: “How are you doing today?” or “How is your day going?” This simple greeting can help provide a sense of your interviewer’s temperament and set the general tone and pace of the interview. If the reply is that they are working on a particular project or with a certain client, presto! Your first question has gained you insight that you probably didn’t have before.

It’s also important to ask early on, “What are you looking for in a candidate for this role?” The answer will help you tailor the rest of the conversation, refine your pitch, and modify your responses to fit exactly what they are seeking in an applicant. If they say they are looking for someone who is proficient in Microsoft Excel, highlight examples of projects you have completed using the program. You can also ask, “What are

the biggest challenges that I would face in this role?” Based off what the interviewer indicates as challenges, you can then highlight skills and experiences that would allow you to meet and beat those challenges.

### Hitting your stride

During the course of the interview, it’s crucial to ask questions that will help clarify your prospective job. Good examples of discovery questions include “What would be a typical day for me?”, “What are the most important tasks or components of this role?”, “What are the characteristics that would make some successful, and others not, in this position?” and “How will the progress and success of the person in this role be measured?” You need to be clear on what’s expected so that you can meet those goals.

Inquire about the company and workplace: “How would you describe your management style?” and “How long have you and your team worked in your roles?” Answers to questions about professional development opportunities will tell you how the company invests in its employees, while *your* questions will show that you are interested in investing in the company, too.

### Cooling down

Often at the end of your interview, your interviewer will ask, “Do you have any questions for us?” Plan to ask one or two questions of your own, but no more than three. Good closing questions include “Do you have any concerns about my skills or experience, or do you need any further clarification from me?” as well as those about the next steps and hearing back. This is your chance to address anything that might be vague or of concern to your interviewer, and to fill in any holes that they might see in your candidacy.



### i n a nutshell:

Intelligent questions broaden your knowledge base and highlight your savviness, enthusiasm, and fit:

- **Have questions ready and on paper so you don’t forget**
- **Use questions to help set the pace and tone of the interview**
- **Ask about management style, challenges, and what defines performance success**
- **Focus on role-relevant issues that will help you realize your potential, understand the culture, and benefit the organization**
- **Questions regarding salary, benefits, and vacations can wait until after the offer**

Don’t ask questions just to impress. Ask what you really want—and need—to know to help you get the job.