

# Sample Questions to Ask Your Interviewer



Research and prepare a list of questions you may ask potential employers in order to show your preparedness for the interview. This not only demonstrates a genuine interest in and knowledge of the company and position, but also helps you determine whether or not the company is the right fit for you.

Ask questions regarding job-related issues that will provide you with helpful information. Ask open-ended questions that show your interest in the company. Avoid asking questions that have already been answered during the interview or that can be found on the company website.

- ◆ How would you describe the organizational structure of the company?
- ◆ What type of management style does the company practice?
- ◆ How does the company conduct performance reviews for this position and how often are they conducted?
- ◆ What type of performance indicators are measured for this particular job/position?
- ◆ What does a typical day for an employee of this position look like?
- ◆ Are there any room for growth or advancement?
- ◆ Where does the company stand in terms of providing its employees with opportunities for continuous education?

## ***SIGN UP FOR A MOCK INTERVIEW***

Make an appointment with the Director of Career Services

- Mr. Tim Trieu - [ttrieu@stanton.edu](mailto:ttrieu@stanton.edu)



## Sample Interview Questions

- Tell us a little about yourself (background, interests, etc.)
- Why do you feel qualified for this position?
- How would you describe yourself in three words?
- What qualifications do you have to be successful in this field?
- Why did you decide to attend Stanton University?
- Why are you interested in working here?
- What led you to apply for this position?
- How has your previous experiences (college, work, volunteering, etc.) prepared you for a career?
- What have you learned from participation in extracurricular activities?
- Why did you select your particular major?
- What are your greatest strengths and weaknesses?
- What is your most significant accomplishment?
- What is the biggest mistake you have made?
- How would a previous employer, professor, or peer describe you?
- How do you work under pressure?
- How do you handle criticism?
- Describe a time when you had a major disagreement with your employer and how you handled the situation
- Tell me about your most challenging leadership role. What was your role in the group and what was the result?
- Give me an example of an important goal which you have set and tell me how you reached it. What steps did you take?
- Have you had previous experience in supervising a staff or other individuals?
- Do you have plans for continued study? An advanced degree? Why?
- Describe a situation where others with whom you were working on a project with disagreed with your ideas. What did you do?
- What are your long-range and short-range goals, personal and professional?
- If you were hiring someone for this position, what qualities would you look for?
- What questions do you have about this company, this position, or anything related?
- Why should we hire you?
- Why do you want to work in this industry/field?
- What motivates you to achieve your goals?
- How would you describe your work style?
- What is not on your resume that you would like to share with us?
- Is there anything we did not ask you about that you would like to share with us?
- Why did you leave your last job? OR why do you want to leave your current position?
- What is your ideal work environment?
- What type of management style do you prefer to work under?
- Tell us about specific skills you have developed or acquired.
- How does this position fit into your 5 or 10 year plan?
- What specific skills do you think you need to add to your repertoire to be successful in this role/program? How will you go about developing these skills?
- How do you like to be managed?
- What contributions can you make to our organization?



## Follow-Up

# After an Interview

## Update

STANTON UNIVERSITY CAREER RESOURCES

### Thank You Letters

- ◆ Send within 24-hours after the interview to everyone who played a role in the process.
- ◆ Post mail vs. Email:
  - ◇ Post-Mail: consider the timeline and also research whether or not the company prefers electronic correspondence.
  - ◇ Email: Mostly preferred unless otherwise stated.
- ◆ Make it personal and also express your appreciation for the interviewer's time.
- ◆ Incorporate information that shows you were paying attention and include statements that reaffirm your interest in the position or program.

### Follow-Up with References

- ◆ Update your references concerning your job search and also let them know that they may be contacted.
  - ◇ Inform them with details of the position so they can highlight your skills and strengths relevant to the position when contacted.
- ◆ Thank them for their time and willingness to speak on your behalf.
- ◆ Let them know what the results are once you hear back from the company, whether or not it is positive.

### Check-In and Update

- ◆ It is best to be patient and wait for the company to contact you. The hiring process can take a long time, especially if the process has many steps.
- ◆ If the interviewer(s) gave you a timeline to contact you and the deadline has passed, it is okay for you to check in with them to inquire concerning the process in a professional manner.
- ◆ Update the company if you are no longer interested in that position.
  - ◇ Check-in with the company to see where they are in the process.
    - \* If you are being considered, ask that you wish to have your name withdrawn.
  - ◇ Express gratitude for their time and consideration.

