

Questions to Ask Employers

1. How did you get started in the company? What made you successful?
2. How would you describe the company's business focus, mission, or goals?
3. Who are the company's major competitors, and what are the company's competitive strengths?
4. How would you describe the corporate culture?
5. What are the specific responsibilities of the job?
6. What qualities would the ideal candidate have?
7. What would you expect of me in this position?
8. What resources are available to perform this job?
9. What education and training programs does the company provide?
10. I am very interested in this position. What is the next step?

Questions You Should NOT Ask Employers

1. **What is my salary?**

Don't ask about salary unless the interviewer raises the subject first. This may not happen until the second interview or even later, say when an offer is extended. As curious as you may be, you must be patient or risk leaving the impression that you're more interested in money than in being a member of the team.

2. **How much vacation and sick leave will I get?**

Asking about these makes you seem as though you are asking for time off before you have even started the job. Some interviewers may perceive this as a sign of lack of dedication, however unfairly. Naturally, you want to get this information. However, the best way to do it is by asking for a copy of the personnel manual, by talking to the personnel administrator, or by speaking with other employees before taking the job. You should be briefed on benefits at the appropriate time. If not, just ask "What about the benefits?" after the salary issue has been brought up.

3. **How big is my office?**

A dedicated team player produces good work regardless of the office environment. Questions regarding office size or style may be seen as a concern about job appearance rather than the essential elements of the job. Usually, during a tour of the operation, you will be shown the area where you will work.

4. **When will I be promoted?**

This question is impossible to answer. Promotion depends on timing and your performance. Opportunities for promotion depend on change, such as growth and turnover. Your suitability for promotion depends on your prior performance together with your abilities to plan, organize and get others to perform. Questions regarding promotion should focus on opportunities for advancement, rather than a commitment that cannot be given.

Source: The Real World by Jack O'Brien