



Michigan Civil Service Commission

Employment Information and Career Planning Services



Questions to Ask at a Job Interview

To ask questions of the interview panel is left to the judgment of the individual being interviewed. Some career planning professionals believe that to not ask at least one question will hinder their chance of getting a job offer, and that asking questions tells the prospective employer the following about the interviewee:

- Their understanding of the job
- Their level of maturity
- Their level of interest in the job
- How well they prepared

Interviews are conducted because employers have positions to fill and jobs that need to be done in order to achieve the goals and objectives of their organization. A job is more than income and a title. Interviewees can let the employer know they have a serious interest in their position by researching the employer and asking questions that are relevant to the job and organization. Following are examples of appropriate questions to ask at the interview:

What To Ask...

1. Will you describe for me what a typical day or week might be like in this job?
2. What qualities do successful employees in this job possess?
3. What are the upward and lateral career paths identified for this position?
4. Are training opportunities available to help me continually enhance my skill set?
5. What role does this job have in achieving the organization's goals and objectives?
6. What are some of the more challenging issues I would face in this job?

It is acceptable to take a list of questions with you to the interview instead of memorizing them. If you find a question is covered and answered during the interview, you do not need to ask it. If all of your questions were answered during the interview, you can tell the interview panel, "Thank you for asking. I came prepared with questions and realize that you have already answered them. May I contact you if I have more questions later?"

Asking and collecting answers to questions will help you make a more informed decision if you are called with a job offer. Following are examples of inappropriate questions to ask at the interview:

What Not to Ask...

- "How soon can I be promoted into a position like yours?"
- "How much vacation time will I get and when?"
- "I have small children at home. Are you flexible with my start time?"

Do not ask about compensation and benefits until you are offered the job.

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