

The Q Works Group, founded in 2002, is an executive recruiting firm specializing in placing qualified professionals. Our mission is to provide our clients with market intelligence and our proven recruiting practices for best technical fit and cultural compatibility.

Questions to Bring

INTEREST QUESTIONS are questions related to the job, the company, its products, services and people.

Keep the following guidelines in mind when asking interest questions.

- ★ Keep the perception of being a recruited candidate.
- ★ RELAX; this is a fact---finding mission for both you and the interviewer.
- ★ DO NOT cross---examine the interviewer
- ★ Ask questions requiring an explanation. Questions which can be answered with a “yes” or a “no” are conversation stoppers.
- ★ Ask job relevant questions. Focus on the job, company, products, services, people.

NOTE: DO NOT ASK QUESTIONS ABOUT SALARY, FRINGE BENEFITS, OR VACATION.

Examples:

Questions About the Company:

- ★ Ask the interviewer how he/she got to be where he/she is today, and what he/she likes most about the company.
- ★ What are the biggest challenges facing your company?
- ★ What areas of the company would you like to see strengthened?
- ★ What are the company’s future plans and goals?
- ★ Where do you see the major growth potential for this company during the next 2---5 years?



Questions to Bring (continued)

- ★ What has led to your company's success and how do you expect to maintain that?
- ★ What new technologies do you feel are essential in order to maintain or increase your position in the marketplace?
- ★ "In my research, I read that (state information on industry, trends, company's market share, new products under development, etc.....)." "How do you see that changing in the next two years? (Or briefly relate your skills or past experience on this topic)."
- ★ What is your philosophy and the company's policy on training and development? How are training dollars budgeted?
- ★ Ask about the culture environment of the company.

Questions About the Position/Department:

- ★ How many people have held this position in the past several years? Where are these people now? Were they promoted?
- ★ Ask about long-range career opportunities.
- ★ Ask about what you'd be expected to accomplish first in this position and what the expected time frame is.
- ★ Ask about the priorities and challenges that are seen for the position.
- ★ Ask if there are projects in motion that you will inherit and ask about their history and status.
- ★ Ask about future projects.
- ★ Inquire about performance evaluations and how they are conducted.



Questions to Bring (continued)

- ★ Ask if the department has a Mission Statement or Vision Statement.
- ★ Ask if the interviewer has any questions about your qualifications. This is your chance to clear up any misunderstandings and come to terms with any reservations your interviewer may have.

ASK FOR THE JOB! (The following are some options, modify to use what works best for you)

- ★ “_____, based on our conversation, I know that I can be an asset to you and the department. Is there anything else you need answered?” **Listen to the answer....if they say nothing, inform the interviewer that you want this opportunity and ask them what the next step is.**
- ★ “This has been an interesting interview. I like what I’ve heard today and I look forward to moving to the next step. Before I leave, do you have any more questions about my background or qualifications or can I supply you with any more information?”

******The farewell should also include a smile, direct eye contact, and a firm handshake. ******

If you maintain Questioning Awareness you will automatically ask the right questions, giving yourself a considerable advantage when interviewing.

Show Determination! Employers value candidates with drive and commitment. Those who show they are determined and don’t make mistakes in interviews often land jobs over more qualified applicants. You might lack some of the qualifications and still land the job because you impressed the interviewer by your enthusiasm and flawless interviewing style. The opportunity could be yours.

Don’t forget to ask for business cards or contact information so you can follow---up!



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