



## Key Takeaways

### Sample Questions for HR Professional or Recruiter

The focus of your questions should be on the company, unless you're interviewing for a HR role. Questions regarding the job, the department, and teams should be left for your potential manager and colleagues.

- What steps does the leadership take to keep employees motivated?
- Can you tell me why this position is currently open?
- How would you describe the company and its leadership?
- What are some of the reasons employees like working here?
- Why do you find some people leaving the company?
- How do leaders promote employee growth and success?
- What advancement opportunities are available?
- While researching the company, I learned that one of the employee perks offered includes educational/training opportunities. Can you tell me what type of educational programs are offered?
- How are performance evaluations conducted throughout the company?

### Sample Questions for the Prospective Manager/Supervisor

It is important to have a clear understanding of all the specifics of the job. Avoid asking questions that are already answered in the job description.

- What can you tell me about the position that isn't covered in the job description?
- What would be my number 1 priority coming into this role?
- How often is feedback given?
- Has anyone failed in this position? If so, can you explain why?
- Reflecting on others who have been in this role, what are a couple of things that differentiated top performers from the "good" or "average" performers?
- Can you tell me what your 6-to-12-month outlook on this position is and where you see it going?
- Do you expect the main responsibilities for this job to change in the next 6-to-12 months?
- What improvements or changes do you hope a new employee will bring to this position?
- What will you expect from me within the first six months of employment to know that I have met your expectations?
- With whom will I be working most closely with or most often in the job?
- What would you say are the company's strengths and weaknesses?
- If you could change something about the company, what would it be?
- Is your team's/department's culture different from the company? If so, in what ways?
- How long have you been with the company? What made you decided to work here?
- What are the biggest challenges in working here?
- What has allowed you to be successful with this company?
- How did you develop your career in this organization, and do you feel that some entering the company today would have similar opportunities?