

## *Show your interest in the job* **4 types of questions you should ask**

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So, you're ready for the job interview. You've had your resume prepared by *Regency Resumes and Communications*. You've got your "foot in the door"... Now, what?

More than likely, the interviewer will be interested in knowing about you and spend a good portion of the interview asking about **your** work history, **your** education and **your** skills.

While it seems that the interview is all about **you**, it is equally important for you to find out specific characteristics about the job and company where you hope to work. This is called "showing your interest in the job."

There are dozens and dozens of questions you might ask, but it's probably easier to remember these four basic categories of questions:

- 1. Get Names and Titles**
- 2. Ask about characteristics of the Company**
- 3. Ask about characteristics of the Job**
- 4. Get a sense of your competition**

### **1. Get Names and Titles**

Ask for business cards from those you meet in the job interview. If their business cards are not available, be sure to get the correct spelling and pronunciation of the job title(s) and name(s) of the interviewer(s). Also, get the name and title of the person in charge of the position. (It's possible that the position will not report to the interviewer.)

This contact information will make it possible for you to make a follow-up call or email with any additional inquiry you may have after the interview.

Questions you might ask:

- *Do you have a business card?*
- *May I get the correct spelling of your name and title?*
- *Who does this position report to?*
- *May I have your email address or phone number in the event that I have questions after today's meeting?*

### **2. Ask about characteristics of the Company**

In many cases, you can do some initial research on the characteristics of the company when visiting its website. By familiarizing yourself with this information, you can develop questions or comments to include in your conversation with the interviewer.

Look for this information on the company website:

- *Year company was formed.*
- *Company locations (local, national, global)*
- *Products and services*
- *Major customers/clients*
- *Major competitors*
- *Number of employees*

### **3. Ask about characteristics of the Job**

Make it your business to learn what you can about the requirements of the job, the work environment, and the history behind the job. This information will be helpful in determining whether you are a good match for the job, as well as for negotiating salary.

Questions you might ask:

- *Is this a new or existing position?*
- *If this is an existing position, ask: Where is the previous employee now?*
- *If this is a new position, ask: What events led up to the creation of this new position?*
- *How many other people share the same title as this position?*
- *How many people are in the department and what are their job titles?*
- *May I see samples of the work that I'd be doing?*
- *May I have a copy of the job description?*

### **4. Get a sense of your competition**

It's a good idea to find out how long the overall interviewing process might take and whether you can call to find out about the status of the position.

Questions you might ask:

- *When do you expect to fill this position?*
- *How many people do you expect to interview for this position?*
- *If I have questions after this meeting, who should I contact about the status of the position?*

Asking pertinent questions can help you assess whether you might be a good match for the job. Furthermore, asking worthwhile questions can also help the prospective employer believe that you are really interested in the job, as well as the company, its employees, and its customers.