

Questions To Ask the HR

1. What kinds of assignments might I expect the first six months on the job?
2. How often are performance reviews given?
3. Please describe the duties of the job for me.
4. What products (or services) are in the development stage now?
5. Do you have plans for expansion?
6. What are your growth projections for next year?
7. Have you cut your staff in the last three years?
8. Are salary adjustments geared to the cost of living or job performance?
9. Does your company encourage further education?
10. How do you feel about creativity and individuality?
11. Do you offer flex time?
12. What is the usual promotional time frame?
13. Does your company offer either single or dual career-track programs?
14. What do you like best about your job/company?
15. Once the probation period is completed, how much authority will I have over decisions?
16. Has there been much turnover in this job area?
17. Do you fill positions from the outside or promote from within first?
18. Is your company environmentally conscious? In what ways?
19. In what ways is a career with your company better than one with your competitors?
20. Is this a new position or am I replacing someone?
21. What is the largest single problem facing your staff (department) now?
22. May I talk with the last person who held this position?
23. What qualities are you looking for in the candidate who fills this position?
24. What skills are especially important for someone in this position?
25. What characteristics do the achievers in this company seem to share?
26. Who was the last person that filled this position, what made them successful at it, where are they today, and how may I contact them?
27. Is there a lot of team/project work?
28. Will I have the opportunity to work on special projects?
29. Where does this position fit into the organizational structure?
30. How much travel, if any, is involved in this position?
31. What is the next course of action? When should I expect to hear from you or should I contact you?