

## How To Interview Your Prospective Employer

### Introduction

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There are many pieces of information that are important to consider when picking your next position such as your skills, experience, preferences in work environments and of course your personality and learning style. This report is intended to provide specific questions for you to ask your prospective employer, so that you can determine if the environment, management style and reward systems are a good fit for you based on your core traits and learning style. There are many more questions listed below than you will typically have time for in an interview. It is a good idea to review these and highlight the ones that you feel are going to be the most important for you to know prior to making a decision.

Good luck!

### Learning Opportunities

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**Question:** Give me an example of the training environment for this position. How will I be trained, and how frequently will I be participating in new training opportunities?

**Question:** Describe the types of tasks or projects I would be doing every day.

**Question:** Are there complex issues or problems that have to be solved and if so, give me an example.

### Decision Making

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**Question:** Who would have the ultimate authority to approve or disapprove of my decisions?

**Question:** Describe what types of responsibilities this position has and what types of decisions would I be responsible for making.

**Question:** Tell me about the process for getting approval for something that hasn't been done before. How does that work in this position?

### Levels of Change

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**Question:** Describe the current position and what sort of changes or improvements you would expect me to make.

**Question:** Give me an example of a major change that has occurred recently in this part of the company. What sort of time frame did the project team have to implement the changes?

### Interaction With Others

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**Question:** Tell me about some of the people who would be on my team. What is their typical style of communication?

**Question:** Describe the environment for this position. Is it typically fast paced with a lot of interaction during the day, or is it typically quiet with fewer interruptions?

### **Levels of Stress**

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**Question:** Tell me about the stress levels in the environment. Are most projects given very tight timeframes?

**Question:** Give me an example of things that come up that are urgent and have to be dealt with immediately.

### **Team Orientation**

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**Question:** Give me an example of some of the goals in this position. What happens if the goals are all met?

**Question:** Tell me how people are typically rewarded for their efforts in this group.

### **Dealing With Details & Planning**

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**Question:** Give me an example of the level of detail and planning that is common in this position.

**Question:** Describe a typical day in this position and what types of tasks I would be handling.

**Note:** This report represents only a small part of the factors that can be helpful in determining job performance. It is not designed to specifically recommend or not recommend any individual for employment and the ultimate employment decision rests with the Employer.