INTERVIEW QUESTIONS

A job interview is an important business meeting and it gives a potential employer an excellent insight into how an applicant would be likely to conduct themselves in front of their customers. An effective interviewer, therefore, will not only be interested in your work experience and personality but also how you prepare for, and present at the meeting.

Asking some relevant questions about the company, position, prospects, etc. will impress most capable interviewers, and taking a written note of their answers will show that you are interested in their answers.

Choose one or two from the following sample questions to get you started, and think of some which relate specifically to the job you are applying for. It may help to think about the roles you have performed and the systems or processes you have used previously:

The Company

- When was the company established?
- How many offices are there?
- What does this office contribute to the overall turnover of the business?
- What is the geographical operating area?
- What sectors does the business operate within?
- Who are some of your key clients?
- How much of your business is procured via negotiation / frameworks?
- Approximately how many projects run out of this office?
- What are the typical project values?
- What are the plans for the business over the next few years?
- Who are your main competitors?

The Interviewer

- How long have you been with the company?
- What's your background before joining the business?
- What do you like about working here?

The Job

- How has the vacancy arisen?
- When would you like to have made an appointment?
- Where will the position be based?
- Where does the position fit in to the office structure?
- Who does it report to?
- What project(s) would I be involved with initially if I was successful?
- What computer packages do you use?
- What prospects for career development could be available?
- What experience would the ideal candidate have?
- How would my performance be measured (and rewarded)?