

## Asking Your Own Questions

### What questions should I ask at the interview?

Asking your own questions is another tricky area we get asked about a lot. It is easy to get bound up in preparing for the interviewers' questions and then being taken by surprise when asked if you have any questions yourself.

Don't be caught out and don't ask anything 'off the cuff'. You are still being assessed at your choice of questions so make sure you have some good ones at the ready.

Interviews are meant to be a two way process although it rarely seems that way. Interviewers will generally ask more questions than you are expected to ask.

Asking your own questions is something you should prepare for. Have several ready in your portfolio to remind. You may have been concentrating hard for quite a while so is easy to forget what to say.

### Asking your own questions, here are some tips:

- Don't ask too many questions
- Prepare up to 6 but ask a maximum of 3 (have several ready in case some are covered during the course of the interview)
- Use the opportunity for questions as a chance to show enthusiasm and interest
- Ask questions as though you have been offered the job –see below
- Use the opportunity to show you would take the job if offered
- Don't ask questions that raise doubt in the mind of the interviewer –e.g. 'would it be OK if I...?' 'would this be a problem?'
- Sound as though you are asking your own questions—not those you have chosen from a book or website. Be genuine.
- Ask safe questions –connected to the new role, for example, training, the people you will be working with, how the role will evolve, priorities in the job
- Avoid asking anything about salary, holidays, hours of work. These are for later when you have secured the job offer
- Don't ask anything you have already been told or should know about e.g. don't ask for company plans if that information has been provided. It looks like you haven't read it
- A more advanced strategy would be to highlight an area of skill you haven't talked about but is very relevant and ask if there would be any opportunity to use this area of expertise
- Don't ask questions for the sake of it
- If you notice the interviewer packing up their things, closing their notebook that is your clue to leave!

### What questions should I ask?

Here are some of our suggestions to get you started:

What arrangements will be made for my Induction?

Is there anything I can do to prepare for the job?

What would be my priorities for the first few months?

How is the job likely to evolve over the next few years?

Can you tell me a little about the team I would be working with/will be managing?

What would you expect the main challenges to be?

What opportunities for training and professional development will be open to me?

What are the next stages of the recruitment process (assuming you haven't already been told!)

Can you tell me when I am likely to hear from you?

**You can find many more tips on Asking your own Questions, in our recommended books**