

Questions to Ask in an Interview

Plan to ask at least 3 of these questions:

Duties

1. What are the job duties?
2. What do people do on this job?
3. What are the job responsibilities?
4. How many other workers are there?
5. Is there travel on this job?
6. Where is the work location?

Equipment/Tools

1. What tools are needed?
2. What equipment is needed?
3. Would I need my own tools?
4. Do you provide tools?

Training

1. What kind of training is needed?
2. Is there training on the job?
3. Does the company provide training?
4. Is there training before the job starts?

Hours

1. How many hours a day do your people work?
2. What are the work hours?
3. What shifts are open?
4. Is the job full-time or part-time?
5. Is there an opening for the day shift?

QUESTIONS ABOUT PAY AND BENEFITS ARE NOT FOR THE FIRST INTERVIEW

Pay

1. What is the pay range?
2. What is the starting pay?
3. How much does the job pay?
4. Is there a possibility for a raise?
5. What are the opportunities for advancement/promotion?

Benefits

1. Could you tell me about the benefits in your company?
2. Are there any benefits?
3. Is there health insurance?
4. What benefits do you have?
5. Do you have paid vacations?
6. Is there sick leave?
7. Does the company offer educational benefits?