



Questions for Employers

Below are examples of common job questions *you* may ask. We hope this chart provides you with some guidance on how to use thoughtful, intelligent questions to gather information that will help you decide on job offers.

QUESTIONS TO ASK

Question	What to look for
<ul style="list-style-type: none"> • Can you describe a typical day for someone in this position? • What are the day-to-day expectations and responsibilities of this job? • What kind of supervision will there be? • How will my leadership responsibilities and performance be measured? And by whom? How often? 	<p>Very clear definition of your expected goals and responsibilities. How you would work with your supervisor and the division of labor on a day-to-day basis as well as long term. What leadership role you will have, who will report to you, what is expected of leaders/managers in the organization.</p>
<ul style="list-style-type: none"> • What is the top priority of the person who accepts this job? • Where does this job fit into the organizational structure? 	<p>How your job fits into the bigger picture of the organization's goal and mission. What you need to do to contribute to the mission. New initiatives you'll work on and where you should focus your attention. Want to find out if your job occupies a respected place in the organization and has a significant and visible purpose.</p>
<ul style="list-style-type: none"> • Are there any long range plans for the office or department? • How is this department perceived within the organization? • What do you think is the greatest opportunity facing the organization in the near future? The biggest threat? 	<p>Want to know where your office is headed in the long term and whether it will be considered integral to the organization's success. Clearly defined goals for the office from management. Will it be a key player in the organization's mission and does it receive adequate support from management. If it isn't currently, what do you need to do to get it to that point. What issues need to be overcome to raise the office profile and achieve its mission?</p>
<ul style="list-style-type: none"> • Can you describe the organization's management style? • Can you discuss your take on the organization's culture? • What are the organization's values? • How would you characterize the management philosophy of your department? • Why did you come to work here? What keeps you here? 	<p>Solid understanding and clear articulation of organization's philosophy. Candid image of how it conducts its work. Honest and ethical approach that aligns with your personal values and style. Common beliefs shared with organization. Whether it respects its employees.</p>
<ul style="list-style-type: none"> • What is the organization's policy on transfers to other divisions or other offices? • Are lateral or rotational job moves available? • Does the organization support ongoing training and education for employees to stay current in their fields? • Is there a formal process for advancement within the organization? • What are the traits and skills of people who are the most successful within the organization? 	<p>Understanding of importance of professional development and helping employees succeed in their role. Realistic view of employee growth and career progression and willingness to help employee move up within organization.</p>