

## How To Interview Your Prospective Employer Full

### 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:** Break down the lines of authority for me and how decisions typically get made in this organization.

**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 obtaining approval for a new procedure. How does that work in this position?

### Levels of Change

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**Question:** How long has this position been a part of this area of the company and how

has it changed over time?

**Question:** Will this position be fairly stable or do you anticipate a lot of changes taking place in the near future?

### **Interaction With Others**

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**Question:** Describe the environment for this position. Does the staff meet regularly or would the projects be handled more independently?

**Question:** Tell me about the people I would be working with. What are their styles of communication?

### **Levels of Stress**

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**Question:** What are some typical deadlines or timeframes for various tasks or projects in this job?

**Question:** Describe the stress level that is typical in this environment. Is it fast paced with frequent tight deadlines or is it usually a little calmer with infrequent stress?

### **Team Orientation**

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**Question:** Describe the work environment in terms of team orientation. Do most projects involve teamwork or are they typically handled independently?

**Question:** Are the incentives based on individual performance or are they more team oriented?

### **Dealing With Details and Planning**

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**Question:** Tell me about the process for planning in this position. Is the plan usually followed or is it typical for things to change so quickly that the plan becomes obsolete before it is completed?

**Question:** Give me an example of a typical project in this position. Who is involved and how does the planning usually take place?

**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.