

## TIPS FOR THOSE IN TRANSITION

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### LIST OF 35 QUESTIONS TO ASK AN INTERVIEWER

*Separated into Five Categories*

*Company may be substituted for Organization*

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#### Beginning Questions

1. Is this a new position?
2. If yes, what created a need for this new position?
3. If no, why did the previous person leave?
4. What is the top priority of the position?
5. I read the job posting, but are there other responsibilities of the position not listed?
6. What abilities, skills, or characteristics are you looking for in the new employee?
7. Does the organization encourage creativity?
8. How would you measure the success of a person in this position?
9. Is success in the position a collaborative effort?
10. Will I have the assistance, support, and training by my co-workers and the IT Department?

#### Management Position Questions

11. How many employees are on the team that I will be managing?
12. Have most of the employees been with the organization for a long time?
13. About how many of the team employees work in an office out of town?
14. Roughly how many of the team employees Telecommute from their home?
15. Approximately what percentage will I be traveling?
16. What are the characteristics of successful managers at this organization?

#### Support Position Questions

17. How many personnel will I be supporting?
18. Will I be mainly supporting the Manager as well the staff?
19. Will I be assisting the staff with hardware and software issues?
20. Will I be maintaining logs for leave, paid time off, vacation time, or sick time?
21. Will I be *Onboarding* new employees?

#### Company or Organization Questions

22. Approximately how many employees work in this building?
23. Would you describe the pace at the organization as very fast, fast, or slow?
24. What are some of the problems for the organization that have recently appeared?
25. I read the website mission statement, but what are some other short and long term goals?
26. A Libraries' *Data Axle Reference Solutions* listed the company's competitors. Are you winning?
27. Besides my section, what other departments or divisions would I be working with to succeed?

#### Ending Questions

28. How long have you been with the organization?
29. What do you enjoy most about working here?
30. Approximately how many hours do you normally work per week in the office and on call?
31. I am excited about the position. What are the next steps?
32. When do you think you will be making the decision and when can I expect to hear from you?
33. If I am offered the position, how soon would you want me to start?
34. How many candidates are you interviewing for the position?
35. I believe that I demonstrated that my through my *Education, Experience, and Knowledge* I am well matched for the position, but is there anything else about me that we have not covered?

*Don't forget to Smile while talking!* Follow up with a thank you e-mail, "Thank you for interviewing me today for \_\_\_\_\_. I believe that I demonstrated that my through my *Education, Experience, and Knowledge* I am well matched for the position and I look forward to hearing from you soon." For a panel, send to everyone.