**Questions to Ask the Interviewer**

**“DO YOU HAVE ANY QUESTIONS?”**

Most interviews end with **“Do you have any questions?”** Be prepared for this and ask one or two questions that indicate your interest in the position. Then, before standing up to leave, follow up with a brief summary of your major strengths that would make you the right candidate for the position.

These questions are based on what is important to you about the job. Make a list of questions which ask about job functions that are deciding factors in whether you like the job. Ask those questions that were either not already answered by the interviewer or if you need further explanation.

**EXAMPLES:**

- Can you tell me more about the position? What are my responsibilities?
- I was wondering if you would describe a typical day. (This allows you to decide if the job fits with your interests)
- Is there opportunity for advancement? What qualifications are necessary to be considered for promotion?
- Is continuing education offered? Does the company assist with obtaining licenses or certifications?
- What shift is available? What are the hours?
- When will you be making your decision? May I call or follow up with you?
- I had a few other questions when I came in, but you answered them. I am sure that I will have more questions. When is a good time to get in touch with you?
- Just before the interview ends, summarize your major job strengths and always express your interest in being offered the job.

These questions are **NOT** designed to quiz the interviewer or to educate you. They are simply to allow you to end the interview on a high, positive note and to show your interest in the position. You do not want ask ALL of these questions. Just choose a few that pertain to your interests and the position. Use your **LISTENING SKILLS** during the interview so you do not ask a question that the interviewer has already answered.

Whoever asks the questions controls the conversation.

Source: The 100th Sheep Job Training Workshop