

## **You can ask questions when interviewing for a job:**

### **Questions About the Position**

*What are the hours?*

*What is a typical day or week in the life of this position like?*

*Can you show me an example of a product, project or machine I'd be working on?*

*Will I receive any training on the machinery or the way you do things here at ....?*

*How does this position relate to overall company goals?*

*Are there production quotas?*

*How will I be evaluated in this position?*

*Who will be my supervisor?*

*Who will I be working with?*

*What are your expectations of me?*

### **Questions at the End**

*If I have questions who should I contact?*

*Is there any additional information about my qualifications you wish me to clarify?*

*What are the next steps in the interview process?*

*When do you hope to make a decision by?*

*May I follow up and with whom?*

### **If you really want this job:**

*"I would really like this job because..."*

*"I have the experience on this machinery and I know I do the job because..."*

*"I am really glad I had the chance to talk with you. I know the work I did in the stock department (a job from the past) at XYZ Company (a former employer) is similar to the work you have described here. I think that there is really a good "fit" between my skills and experience and the opening in your company, and I'm very interested in the job."*