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Firm Name

Interview Date / Time

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Interview With

Admin Contact

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Telephone

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URL

Location / Directions

### The Manager: Your Future Boss

The hiring manager will likely supervise you if you get the job. They're the most knowledgeable people about the position and its requirements. You should direct specific questions about the job, its responsibilities and its challenges to them. You may also want to ask what kind of candidate they're seeking.

### About Me

- Now that we have talked about my qualifications, do you have any concerns about me fulfilling the responsibilities of this position?
- How does my background compare with others you have interviewed?

### About You

- Why did you come to this firm?
- How would you describe your ideal candidate?
- What's your management style? How do you make decisions? Like to communicate? Lead people?
- How do you measure success for yourself?
- What's your view on developing people? Any examples you are particularly proud of?
- What's the worst thing that someone new could do coming into the group?
- In what area(s) would you like to see the firm improve?

### The Team

- What's the makeup of the team as far as experience? Am I going to be a mentor or will I be mentored?
- Who are the "coolest" people on my team? What makes him or her "cool"? Can I meet them?
- What can I do to make the team more successful?
- In what area could your team use a little polishing?
- Do team members typically eat lunch together or do they typically eat at their desk?

It's a lot of questions, we know. Before the interview, use the check boxes to select the questions important to you.



**The Firm**

- What are the future goals of the company?
- What are some of the firm's strengths?
- Does the firm have a strong unifying design philosophy?
- How is firm ownership structured? What are the opportunities for ownership?
- Does the firm have a written mission statement? Business plan? Can I see them?
- Who are your competitors?
- What is the biggest personnel problem?
- What is the biggest hindrance to employee satisfaction?
- When was the most recent staff cut? How large?
- Are openings for advanced positions generally filled from within?
- What are the reasons that the firm has recently turned down work?
- Would you describe the principals as entrepreneurs?
- Do the principals know how to use CAD?
- What characteristics does a successful person have in your firm?
- When top performers leave the company why do they leave and where do they usually go?
- What are your expectations regarding bringing business to the firm?
- What kinds of computers and programs do you use?
- Does this firm encourage continuing formal education? Do you accommodate class/seminar schedules? Do you pay for any portion of tuition/attendance fees?
- Are there subsidiary companies/joint ventures?
- How often are performance reviews given?
- Do you offer flextime?
- Is your company environmentally conscious? In what ways?

**Notes**

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**The Position**

- What would I be working on immediately? What would be my role?
- What are this position's daily responsibilities?
- Why is this position open?
- Is this a new position or a replacement? What happened to the person who held it previously? Is there someone already employed by the firm who thinks they should have this position?
  
- What's the most important thing I can do to help within the first 90 days of my employment?
- What would you consider to be exceptional performance from someone performing in this position in the first 90 days?
- What do you see as the top three goals/objectives for my job?
- What will be the measurements of my success in this position?
  
- Can you describe what made the last person successful in this role?
- What would you like done differently by the next person who fills this position?
  
- What are some of the more difficult problems one would have to face in this position? How do you think these could best be handled?
  
- What is the career path from this position? What's the next step and what would I need to do to get there?
  
- Who directly supervises this position? What is his or her background? What's he or she like? May I talk to other people who report to this person?
- Will I be accountable to just one person, or will I have more than one supervisor?

**Notes**

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**The Executive**

Senior managers and executives are likely to be most knowledgeable about the latest happenings in their industry. If you'll be working closely with an executive, you can ask them some specifics about the job. But you should focus most of your questions on the future of the company and the industry. This is your chance to show off your industry knowledge!

- What do you think gives this company an edge over its competitors?
- In what ways is a career with your company better than one with your competitors?
- What are some of the firm's problems? What is being done to address these?
- What is the state of the firm's financial health?
- What exciting or challenging directions do you anticipate over the next few years?
- What accounts for success within the company?
- What are your plans for hiring?
- When you look back on your experience with your company, what would you be proudest about? Do you have any regrets?
- How do you measure an individual's success in your organization?
- How would you describe the company culture?
- What types of employees tend to excel at this company?
- Are there any issues or concerns about my candidacy that you have? I'd like to address them.

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**The Coworker**

Some interviews will also include a meeting with a potential coworker – the interviewer most likely to "tell it how it is." A potential colleague may be most candid about the job, its challenges and the work environment. However, don't expect inside information -- and certainly don't ask for it.

- How long have you been here? Why do you like working here?
- Why did you decide to join this company?
- What do you consider your company's strengths and weaknesses?
- How would you describe the firm's personality and management style?
- How would you describe the work environment at the firm?
- What's a typical day like in the firm?
- What's the most enjoyable part of your job? What's the most challenging part?
- What can you tell me about working for your manager?
- How much contact is there with management?
- Is it possible to move between departments?
- How soon could I expect to be advanced to the next level in the career path?
- How often are performance reviews given?
- How much decision-making authority is given?
- How would you rate your level of respect for and from your colleagues?

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