



MODULE 11

Asking Effective Questions

Any Question?

At the end of interviews, many interviewer will ask "do you have any questions for me?" as a sign the end of the interview. It is a great opportunity for interviewees to leave a final good impression to the interviewer.

Always remember 'The first 5 minutes and the last 5 minutes principle' and always do your own homework and be prepared!



A blurred background image showing several people in a meeting or office setting. The image is out of focus, with a blue and white color palette. The people appear to be engaged in a discussion or presentation.

Losing Questions

Poor questions deal with promotions, benefits, vacation or job security. These self-centered questions indicate that you are more concerned about what's in it for you than what you can offer the company. Wait until the company shows interest later in the process before asking these types of questions.

“When could I expect a promotion?”

“What happens after my probation?”

Winning Questions

Good “applicant” questions are related to the job for which you are applying and position you to further describe skills that will be important to your employer. Ask about job duties, the department structure, company goals and growth plans.

By asking these kinds of questions, you show that you are interested in bringing benefit to the company. Put yourself in the place of a hiring manager, and consider how you would react to hearing the following questions.



Example of **Winning** Questions

"Describe the type of person who does best in your company or your department."

"What is it that you need this person to do, right now, to make a contribution?"

"Is this a newly created position? If yes, ask why."

"What do you see as the most important long-range goals for this new position?"

"What is the most urgent part of the job?"

"What is the most difficult part of the job?"

"What are the expectations of the supervisor?"

"What is the management style of the company as a whole?"

"What are the most important qualities of the person you will hire for this position?"

"How would you describe the ideal candidate for this job?"

"What should the new hire accomplish during the first six months on this job?"



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As you can see, an effective response can illustrate a range of positive characteristics: positive attitude, good communication skills and an ability to face pressure. Once you have answered the interviewer's questions, you will be given the opportunity to ask questions as well.

Interviewers make hiring decisions as much from the questions you ask as from the answers you give. Be prepared with questions that show your concern for the employer's welfare, not just your own.