

Do you have any questions?

Although it is very important to prepare for your interview answers, do not forget about asking questions of your own. Asking one or two questions in an interview shows you are interested. If you have lots of questions perhaps you should have taken the opportunity to have an informal visit or telephone call with the manager to find out more about the job and the organisation.

At the end of an interview you will usually be offered the chance to ask questions. If you say no questions the interviewer could assume

- You are too nervous to ask
- You aren't really interested in the job
- You can't be bothered
- You haven't prepared for the interview

Prepare your questions for the employer in advance.

Research as much as you can about the company by reviewing their website, news, publications, and social media. Use the interview to not only promote your skills and experience, but also determine if the job is right for you.

Can't think of any questions?

When the interviewer asks, "Do you have any questions?" try to ask one or two. If you're not sure which questions to ask, use some of the examples below to develop your own:

- **How are employees trained?**
This can determine if there is a formal training procedure or if you will learn on the job.
- **Is there scope for personal development in this role?**
This will show your interest in developing your skills and competences and make sure the employer has thought about it.
- **What are the most important needs/objectives for this department/position?**
This information will complement the research you have done and fill in any gaps. You will know what to focus on immediately, if hired.
- **What would you like to see completed/achieved within the first 6 months?**
Similar to the previous question, this will ensure your goals and priorities are in line with the employer's.
- **What is the next step?**
The most important question! The interviewer will usually end the interview with this, but it makes sure you aren't left wondering if you were supposed to follow up, or when you are expected to hear back from the employer.

Questions to avoid

Don't ask questions that have already been covered in detail during the interview. Decide what is most important for you. Ask questions on culture and objectives, but avoid questions on pay, benefits, and rewards – save those for negotiation when the interviewer offers you the job.

Try to avoid the questions that may sound as though you won't be committed to the job:

- How long are the lunch breaks
- What's the earliest I can leave each day?

However if you have commitments then you do need to discuss those, eg I need to finish at 3.00pm to pick up from school at 3.30, although on Thursdays and Fridays I can work late, can I work that pattern?

Interview preparation takes time, but the more you prepare, the more confidence you'll gain, and the more memorable your interview will be