



Blue Moon

Communications

MORE INTERVIEW QUESTIONS TO ASK

- How would you describe the responsibilities of the position?
- How would you describe a typical day or week in this position?
- Is this a new position?
If so, what has it been designed to achieve?
If not, what did the previous employee go on to do?
- What are the prospects for growth and advancement?
- Who does this position report to?
- Will there be targets in place to measure the success of the position?
- What is the company's management style?
- How many people work in this office/department?
- Does the position require that you travel?
- What is the typical work week?
- How does one advance in the company?
- What do you like about working here?
- If I were extended a job offer, how soon would you like me to start?
- When can I expect to hear from you?
- Are there any further questions I can answer for you?
- Would you like a list of references?

INTERVIEW QUESTIONS NOT TO ASK

- What does this company do? (Do your research ahead of time!)
- If I get the job when can I take time off for my holidays?
- If I get the job, can I change my schedule?
- Did I get the job? (Don't be impatient. They'll let you know.)