

SAMPLE INTERVIEW QUESTIONS

Below are sample questions you should ask. There are many more examples than you will likely need to but scan them and select 8-12 key questions you need to ask. You might want to edit or add your own but don't go into the interview empty handed, write them down.

Sample Questions You Might **Ask**

General Company Information

1. What are the policies/attitudes towards employee growth and advancement?
2. What is the general image of the organization in the community?
3. What is the competition doing and who are they?

General Company Information – Growth

1. What are the future expansion plans for the organization?
2. How does someone advance in the company? Are there a few stars here now and why did they get promoted?

Company Financial Management – Growth

1. Is there a budget set up to accomplish the organizations goals and strategies and by whom?
2. Percent Growth Projected for Next Year
3. Percentage of Growth From Last Year
4. What is the Financial Stability of the organization?
5. Year 1 - Revenue Projections
6. Year 2 - Revenue Projections
7. Year 3 - Revenue Projections



Company History

1. Additions in the last three years (Number of employees, new service lines, new facilities,...)
2. Are there any political issues which could influence the success of any new strategies or success of the company? Please Describe.
3. Biography of each leadership team member: (personal, family, training, hobbies, etc.) - You may want to secure Resume/Curriculum Vitae and other pertinent information from all or some of the providers prior to interviews, at least Google and find them on LinkedIn
4. History of the organization (growth)
5. Is the organization part of a larger conglomerate?
6. Is there harmony in the leadership team and employees?
7. Number of employees?
8. Philosophy of the organization?
9. Turnovers in the last 3 years? Why?
10. What does the organization want to accomplish by recruiting a new employees?
11. Who is supportive and/or not supportive of this recruitment effort, and why?
12. Year Established

Company Specifics

1. How has the organization properly prepared to support a new employee growth?
2. Is/Are facilities in a good location?
3. Is the organization management considered able and efficient?
4. Office/business hours
5. Customer Profile
6. What is the plan to get new employees oriented and up to capacity and how long will it take?
7. What is the relationship team members?
8. Satellite offices (location and hour open)

