
Traditional Categories of Question (see Sample Questions guide for examples)

Educational/Career Decisions

- o Your academic background
- o Career path or decision emphasis how you made informed choices, your progression between jobs
- o Goals short-term for this position, 10+ years, how this position fits with your overall career plan
 - ‡ Acceptable answers for long-term goals include gaining new skills (be specific) offered through company developing professionally with larger projects, advancing positions within company

Company Information

- o Awareness of company history, department to which you are applying, programs and resources used
- o Key words, mottos and emphasis of the position and department
- o Comparison with other similar companies and departments

Experience/Competence in the Field

- o Task-oriented questions that test your knowledge of the job

Illegal Questions

Interviewers are prohibited from discriminating against applicants based on social, cultural or physical factors. Questions pertaining to the following areas are illegal:

Race	Gender
Religion	Marital Status
Age	Family Dynamics
National Origin	Disability

Candidates are not prohibited from answering but may also choose to redirect the conversation. Optional approaches:

- o Answer truthfully, if desired, but keep your answer concise.
- o Refer to the illegality of a question
- o Address the issue rather than the facts:

Example: "I believe I will be successful in this job."

Example: "I am not sure I can answer that question."

- o Redirect the conversation to a relevant topic.

Your Questions

At the end of the interview you will be asked if you have any questions. It is desirable that you show inquisitiveness and eagerness to know more about the job/company. Come prepared to ask 3-4 questions. Appropriate topics include:

- o Company or job position information that is not covered on their website or during the interview (tasks, projects, procedures, organization structure)
- o Current or previous employees in this role (what do they enjoy, challenges)
- o The overall industry, new developments, emerging technology
- o Their expectations for this role
- o The evaluation process, receiving performance feedback
- o Next steps in the selection process
- o AVOID Discussions about salary or vacation time

Post-Interview
