

# ***OVERVIEW OF INFORMATION CANDIDATES SHOULD GATHER BEFORE A JOB INTERVIEW***

Before applying for a new position or going on a formal interview, candidates should do extensive research to find out as much as they can about the company and about the position so that you can evaluate the position. If you receive the answers to all the questions listed below before or during the interview process, than you do not have to ask the questions formally:

- Is there a job description for this position?
- What would be my major responsibilities?
- When would I start?
- Who will I report to?
- What authority would I have?
- What is the university's or company's outlook for future growth in the industry?
- What is the university's or company's management philosophy?
- What is the university's or company's standing in the industry?
- What are you looking for in the person you want to hire to fill this position?
- What would be my starting salary?
- Please explain the benefits offered?
- How would this company evaluate my performance?
- What can you tell me about my supervisors or the colleagues that I would work with?
- Would this position require travel?
- What is the opportunity for teaching/training in position?
- What is the opportunity for research in this position?
- What is the opportunity for presenting my research to clients, colleagues, professionals and academics both in business and academic settings?
- How many people are you planning to interview for this position?
- Can you tell me about what my weekly schedule would look like?
- Is there an opportunity for advancement?
- Do you offer training or educational seminars?
- Do you offer a new employee orientation?
- When do you expect to make a decision on this position?
- What are the tenure requirements (*for academic positions*)
- What kind of computer, travel money, and graduate assistant support can I expect (*for academic positions*)
- Other questions? \_\_\_\_\_