

## Questions to Ask About a Position

It is important to know as much as you can about a position you are considering. You can ask the following questions about the position to get a complete understanding of what the position requires. Once you have the answers to these questions, it will be easier to connect your background, skills and experience to the position and convince the hiring manager you are a good fit.

1. What are the 3 major responsibilities of this position?
2. What is the highest priority for the person in this position?
3. What are the important issues that need to be addressed immediately?
4. What does a typical day look like for a person in this position?
5. What made the last person on this job successful?
6. What difficulties did the last person in this position have?
7. What kind of planning and organizing does the job entail?
8. What do you consider the greatest overall challenge(s) of this position?
9. Could you tell me about the way the job has been performed in the past? And, what improvements you'd like to see happen?
10. What are the biggest obstacles to performing this position well?
11. What would represent success for a person in this position in 6 months?  
In 12 months?
12. What are the major challenges this position will present over the next six months?
13. Do you foresee any major changes in this position over the next 6 months?  
The next 12 months?
14. What are the challenges I would face in this position over the next three months?
15. What would be a surprising but positive thing the new person could do in first 90 days?
16. What is the first assignment you intend to give the person you hire?
17. What are the three accomplishments that I will need to have "checked off" at three, six and twelve months from starting this role? How do these support the department, division and corporate strategic objectives? What resources are already allocated to accomplish these?
18. What are the two or three things I would need to do to make sure the major goal of the job was accomplished?