

**Career Services**  **Questions YOU Ask at the Interview!**

Asking the right questions during the interview will show the employer that you are prepared, and thatyou are very interested in the position.

Asking the right questions can send your name to the top of the list of candidates. Writing questions down before and referring to your list during the interview is a good way to show the interviewer you prepared and it’s a good way to handle nervousness.

Do Ask:

* Details about the position
* How performance will be evaluated
* About training, the orientation period, on-going mentoring
* If there is mandatory overtime and, if so, how often
* When they plan on making a decision – what happens next?
* Who to contact if you haven’t heard anything after a period of time

Do NOT Ask:

* About Sick time, Vacation time, tuition benefits, other benefits (not at the first interview)
* Anything that can be found on their website – do your research! It’s OK to ask for clarification about something you read
* Questions that were already answered during the interview – pay attention! But also OK to ask for clarification if something was unclear

**FOLLOW-UP AFTER THE INTERVIEW**

A ***Thank You*** is sent after an interview for a position – whether it is a note, a letter or an email – just do it! You’ll set yourself apart from other candidates.

* Be brief, simple, and sincere
* Be professional in your word choice and language – even if you were very comfortable with the interviewers or the interview seemed casual…this is a professional communication
* Reinforce how serious and enthusiastic you are about the position. That very act can separate you from the other applicants, giving you the extra something that may lead to being offered the position.
* Proofread your communication before sending it. No grammatical errors or typos!
* ***Follow-up*** after an interview can give you just the edge you need to get the job offer.
* Be sure to obtain the names, titles and contact information of the people who interviewed you – get their business cards.
* A call or email to the employer within a week to ten days is appropriate. Or sooner, if the employer has a shorter timetable.
* Be patient. The hiring process often takes longer in larger organizational systems.
* Prepare a script of what you want to say in a follow-up phone call. Practice beforehand.
* Speak clearly or, if emailing, be cordial yet direct.