

Designed to be a two-way conversation, the interview provides both parties sufficient information on which to base an employment decision. Candidates need information on company background, department, job, work environment, promotional opportunities and compensation/benefits.

## **Company**

1. What has accounted for fluctuation in sales/profits in the last few years?
2. What are plans for future growth/expansion?
3. Has the organization had any layoffs/cutbacks in the last five years?
4. What effect, if any, would these have on this department?
5. What makes your firm different from its competitors?
6. Why do you enjoy working for your firm?

## **Department**

1. How is the current department organized?
2. What are its overall responsibilities?
3. What future challenges face this department?

## **Job**

1. Why is this position open?
2. Why is this position not being filled from within the company?
3. To whom does this position report?
4. With what other key individuals/groups does this position interface?
5. What opportunities exist to bring about improvement in the performance of this position?

## **Performance Evaluation**

1. Is there a formal evaluation system?
2. How frequently is this position evaluated?
3. Is there opportunity for input from others as well as the employee?
4. What characteristics does a successful person have at your company?

## **Advancement**

1. Assuming good performance, how long might I expect to be in this position?
2. To what positions would I likely progress?
3. What factors are used to determine eligibility?
4. What training and development are provided to the employee?
5. Does this company support other formal education?

## **Compensation**

1. Does the company have formal salary ranges for given jobs?
2. What is used as the basis for determining the amount of increases?
3. Other than routine reviews, are there other means for increases?

*Adapted from Beatty, R.H. (1986). The Five Minute Interview. New York: John Wiley & Sons.*