

## Questions to Ask Employer

At the end of an interview, the interviewer typically asks if there are any questions. It is important that you be able to respond with appropriate and thoughtful questions about the interviewer, position, or company. Preparation and research in advance will give the necessary knowledge about the company or specific position to be able to do so effectively. Be careful not to waste the interviewer's time with questions that have been answered during the interview or could have been answered from company literature or a detailed job description.

### Sample Questions

1. What is the first task that would need the attention of the person you hire?
2. What other concerns need attention now? Over the next six months?
3. What kind of training would I receive?
4. Are there other duties expected which are not formally listed as part of the job?
5. How would I be evaluated?
6. What kind of advancement opportunities does your organization offer?
7. How would you differentiate your company from your major competitors?
8. What do you see ahead for the organization in the next ten years?
9. When can I expect to hear from you with regards to your hiring decision?
10. May I call you at a later time if any further questions arise?

Remember, this is also the time to bring up any relevant strengths that have not yet been addressed in the interview. Smile and express thanks to the interviewer. End on a positive note!

### Illegal or Improper Questions

Improper interview questions are those that do not pertain to the nature of the job, to the applicant's ability to perform that job, or those not asked of every candidate. Due to federal law, Title VII and the Americans with Disabilities Act, most recruiters now know what they can and cannot ask candidates. However, if you are confronted with a question you think is unreasonable, try to deal with the underlying issue (i.e. why it was asked) rather than becoming defensive or hostile.

Illegal or improper interview questions include any asked regarding the following categories:

- Sex
- Age
- Race
- National Origin
- Religion
- Disability Status
- Marital Status
- Number of Children or Dependents
- Spouse's Occupation

If you encounter a question, which seems to verge on illegality, do consider that the interviewer may be asking it innocently or may be unaware of the laws pertaining to the situation. Remaining polite and straightforward, while returning the emphasis to an examination of your skills and abilities, will keep you in contention for the job. If after obtaining the offer you are still uncomfortable with the company, you are under no obligation to accept the position.

### Examples of Illegal Inquiries and their Legal Counterparts

The following list contains a few examples of illegal or improper inquiries. Immediately following is a list containing requests for the same information, but in a legal manner.

#### Illegal/Improper

1. Do you have any children?
2. How old are you? What is your date of birth?
3. Do you have a car?
4. Are you a U.S. citizen?
5. Are you disabled? What physical limitations do you have?

#### Legal

1. What days, hours, or shifts are you available to work?
2. Are you over the age of 18?
3. Will transportation be a problem when overtime is required?
4. Are you authorized to work in the United States?
5. Are you able to perform all essential functions of the job with or without accommodation?

If a more detailed explanation of illegal or improper questions is needed, please contact the Career Development Center.