

Effective Questioning

How to approach

Always pre prepare your questions. Write down and take with you. When they say 'do you have any questions?'... you reply... 'yes I have taken the liberty to prepare some' and pull out your list... this will make you look professional, organised, enthusiastic and avoids the cop out answer of your mind going blank or 'oh, you have covered everything in the interview' (even if they have they will see that you have pre prepared and hence not copped out).

Good questions

The key to effective questioning is to always keep in mind that the questions are an opportunity to add value to your application and help you get the job, AND NOT about me, me, me, what's in it for me questions i.e. things such as money, how many holidays etc only become relevant if you get offered the job and certainly wont help you get the offer, hence we will handle these on your behalf after the interview.

If you are forced to ask a what's in it for me question it is important how you phrase it e.g. Training.

Rather than asking 'What training will I receive?' it is best to phrase it such as ' If I was offered the job and worked hard on the companies behalf, in return for this what training might be available?' (i.e. you are making your question a positive by saying that you are hardworking as well as getting the info you need)

Team Questions

All employers look for strong team players (even if you are working on your own, it is always key that you fit in with the broader team) So... it makes sense to ask some good questions around the team: If you show interest in others it suggests you are a team player and also gets them thinking of you as part of the team. (which is obviously a good thing!)

e.g. Could you tell me a bit more about the team? - e.g. What's the background of the team? How would you define the team culture? Are there any shared interests or social activities?

Company Questions

- How would you define the working culture?
- How would you describe a typical working day?
- What would you say are the Pros and cons of working for your company?

System specific Questions – Obviously they are looking for enthusiasm so bags of questions please. Eg: what common problems, what recent projects, what projects planned etc etc...

It is also perceived as best practice to try and summarise at the end of the interview.

Something to the effect of 'thanks you for your time Mr Interviewer, I have really enjoyed the interview, I very much like the sound of the role/team etc and would like to confirm I am definitely interested in coming on board'

I Hope all of this helps you, good luck with the interview.