

Company: _____

Position: _____

Date of Interview: _____

What does a day in the life of this position look like?

What are the typical hours of your business? What time do most employees arrive/leave?

How often are employees expected (or allowed) to work remotely?

Are there (daily, weekly, monthly) routine duties or ongoing projects in this role?

What skills and experiences would make an ideal candidate for this position?

Can you tell me about the team I would be working with?

Do you expect the responsibilities of this position to change significantly in the next year?

What challenges can I expect to face in this position?

What training programs or additional skills would ensure my success?

Does your company offer opportunities for advancement and development?

Does this role require more autonomy or collaboration? How often does the team meet and in what capacity? (Team events, meetings, happy hours, etc.)

Would you mind describing the culture of your company to me?

Is there a typical career path for an employee in this role? If so, what is it?

What are the next steps in the interview process?

TIPS FOR USING THIS WORKSHEET:

1. This is your starting point. Take these questions and find out as much as you can about the company so you can ask your interviewer very detailed, well-researched questions.

2. Do research on the company via LinkedIn, Glassdoor, Twitter, Instagram, Facebook, etc.

LinkedIn Tip: If you want to do some research without letting users know you're viewing their profiles, hover over your photo on the top right corner, scroll down to "Privacy & Settings" and click "Manage." Choose "Select what others see when you've viewed their profile." Finally, select "You will be in complete private mode" and save changes. You can change this selection back later.

Keep in mind, when you switch back out of private mode and re-visit a profile you visited while anonymous within 90 days, LinkedIn will retroactively share your previous visit with that person.

3. Look at who they hire. See where current employees have worked previously, what projects they are working on now, and see where past employees are working now.

4. Before going in for the interview, familiarize yourself with the company's values. How do these values play out in the projects they work on? How are they visible in the company culture? (Present yourself and your answers to interview questions from the perspective of these values).

5. Avoid using questions that ask for sensitive information. There are some details, goals, metrics, etc. that the company may not be allowed to share, putting the interviewer in an uncomfortable position.