

Questions to Establish Rapport

- How long have you been with the company?
- How have you seen the company grow?
- Where did you start off when you joined the company?
- What are your goals for the company/department?

Questions to Find the Need & Fill it

- What is the biggest challenge of this department?
- What would you like to see happen in the next 90 days?
- What are the benchmarks?
- What is one area you would like to see change?
- What skill sets are you looking for?

Questions to Determine If it's a Good "Fit"

- What are the team dynamics?
- Is this a new position?
- Who was doing these job responsibilities previously? Are they still with the company?
- Why is it a new position?
- What would the daily/weekly schedule look like?
- Who would be successful in this position?
- Who would I be reporting to?
- What is the training process?

Questions to Close

- Are there any internal candidates you're considering?
- Who else can I meet?
- What is your goal date to have someone on board?
- What is the next step in the interview process?
- When can I follow up with you?

