



## TIPS ON QUESTIONS TO ASK

Formulate your questions while researching the opportunity. General and specific knowledge about the department shows the interview panel you are engaged.

Normally you would ask questions when it is appropriate during the course of the interview, and typically the interviewer will ask you if you have questions at the end of the interview. Though questions will vary with each interview, the following are some possible general questions to ask, especially if you do not completely understand the job description:

- What's the biggest challenge facing this department right now?
- How would you describe the management style in this department? How are decisions made?
- How does this position fit into the overall organizational structure?
- Do you have any concerns about my background that I can answer now?

Finally, behavioral interviewing is a preferred method used at LLNL. Behavioral interviewing focuses on a candidate's past experience by asking candidates to provide specific examples of how they demonstrated certain behaviors, knowledge, skills and abilities.

Answers to behavioral interview questions should provide verifiable, concrete evidence as to how a candidate has dealt with past issues.

**As a general rule, questions about salary and benefits are best left until a job offer has been extended.**





## INTERVIEW PRACTICE

Search Committees will ask job applicants questions that help them determine if they best meet the requirements. Their concerns often include:

### Are You Focused?

- Can you articulate your career goals and how your skills, interests, and background support your career interests?

### Do your future plans match those of our organization?

Some examples of questions that address this concern include:

- What are your career plans?
- What do you see yourself doing in five years?

### Do You Know About Our Department?

Do you consider the work we do as important and interesting and are you enthusiastic about the opportunity? An example of questions that address this concern include:

- Why are you interested in the position?
- Are You Qualified for This Position?

### Do you have the skills and abilities to perform successfully in this position?

Do you understand the nature of this position? How do you operate in a work environment? For example, how do you make decisions, get along with coworkers, and communicate? Some examples of questions that address this concern include:

- Why should we hire you?
- Tell us about yourself.
- Tell us about three accomplishments that you are most proud of.
- Tell us about your greatest strengths and greatest weaknesses.
- How does your background relate to this position?
- What qualifications do you have that make you feel that you would be successful in this position?
- How would a former supervisor describe you?

