

Questions to ask for the 2016 Power in Diversity Leadership Conference Diversity Job and Internship Fair

About the Company

- Is the company financially stable?
- On average, how many new employees does the company hire each year?
- Can you tell me about the turnover rate at the company?
- Has the company received any major awards or recognition recently?
- What needs to happen for the company to be successful?
- What are the current and long-term goals for the company?
- Can you talk about the current morale at the company? Why is it good/bad?
- What do you think is the future of the industry?
- How many people are currently employed by the company?
- Are any positions or functions at this company outsourced?
- Can you explain a typical successful employee at this company?
- What is the corporation culture like here?
- Which firms do you feel are your biggest competitors? How are those companies different from this one?
- Do you enjoy working for this company?
- How would you describe the work environment here? Collaborative? Independent?
- What types of entry-level or internship positions are available within this company?
- Are there opportunities for mentorship or other similar support from within the company?

About the Position

- How would you describe the responsibilities of this specific position?
- Are there any job tasks for this position that aren't on the job description?
- What are the most important things you'd like to see someone accomplish in the first 30, 60, & 90 days on the job?
- What would be expected of me in my first year?
- Would I be working with a specific or multiple product(s) that the company produces?
- How does this specific position fit into the company's current and long-term plans?
- Who are the major internal and external customers that I would interact with?
- Can you break down the job tasks in percentage of time spent?
- How much travel is expected for this position?
- How can I be successful in this role?
- What is the most important responsibility for this position?
- How many hours should I expect to work? Is overtime expected?
- What do you do during a typical work day/week?
- What skills are most essential for effectiveness in this job? What are the most important parts of the job?
- What are the most difficult or challenging elements to the job?

- What are the most rewarding aspects of the job? What do you enjoy least? Does the job have a high burn-out rate?

Management

- Who would be my manager?
- Was my manager promoted from within the company or was he/she an external hire?
- Can you tell me about my supervisor's management style?
- How long has the manager been in his/her current role?
- How many years of experience do they have in management?
- What are some characteristics of people that perform well under this manager?
- Would my manager work in the same location as I do?

About the Department

- What are some of the other position titles in the department?
- What are some of the current goals for the department?
- Where does the department need to improve?
- What are some recent successes for the department?
- What is the department's morale like?
- How is communication between this department and others?

Career Future

- How rapidly is your present career field growing? Is the growth greater in certain industries or geographic areas?
- How would you describe or estimate future prospects? Where will the jobs be in five or ten years?
- If the work you do was suddenly eliminated, are there related career areas that you could pursue?
- How far can a person go in your career area? What is the career track like? Do people in certain areas advance faster?

Supply/Demand

- What types of employers hire people for your line of work? Where are they located?
- How do people find out about these jobs? What professional associations are there for this career field? Do you belong to any?
- How does one advance in this field? What is the turnover rate like?
- How much do salaries vary in your work by employer, geographic region or industry? What is the salary range for a person with my background?
- Do many people in your line of work accept positions abroad? Is this considered a good career move?
- What kinds of non-salary benefits are common in this type of work (high job security, health benefits, sick leave, vacation time, profit sharing, retirement plans, child care)?

Life Style

- What kind of obligations does your work place upon you, outside of the ordinary work week?
- How much flexibility do you have in terms of dress, work hours, vacation schedule, place of residence, etc?
- Does your company offer flex or comp time? Day care? Is relocation necessary? Does the company help with relocation?

Career Path and Advancing

- Have any of the executives at the company worked their way up into their current role from entry level or mid-career positions?
- Can you tell me about potential career paths that are available to a successful employee in this role?
- What process is used and how often does the company measure performance?
- When would the company like the successful candidate to be promoted from this position?

Advice to Me

- How well suited is my background for this type of work? What do I need to do to become competitive?
- What kind of experiences, paid employment or otherwise, would you most strongly recommend.
- If you were back in college and had to prepare all over again, what would you do differently?

Hiring Decisions/Next Steps

- If I'm extended a job offer, when would the company like me to start?
- What are the next steps from here?
- When can I expect to hear back about the position?
- How would you like me to follow up if I don't hear from you?
- Are there any other questions that I can answer for you?
- If you find that I'm not a fit for this role, are there other positions here that I may be better suited for?
- Do you expect to hire more people in this department in the next six months?
- What kind of training or experience is required for entry into this career field?
- How does one go about getting experience in this field before and/or after college graduation? How much do employers value internships, volunteer work, summer jobs, unrelated work experience?

- If you were to hire someone to work with you today, which of the following factors would be most important in your decision?
 - Specific major or degree level
 - Past work experience
 - Personality, personal attributes
 - Specific skills, talents
 - Applicant's knowledge of your organization, department, job, etc.
- Based on our conversation today, what other people do you believe I should talk to?
- Can you name a few people who might be willing to see me? May I have permission to use your name when I tell them how I got their name?