



## The Successful Job Interview: 30 Questions for Candidates

*Contributed by the Editors of AIArchitect*

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### BE PREPARED

The key to a successful job interview is arriving prepared. Know the company, anticipate questions, and bring contact information with you.

AECWorkForce, a subsidiary of ZweigWhite, advises candidates to prepare a list of questions in advance. Here, reprinted with permission, are more than 30 suggested questions (including many follow-up questions) from their new book, *Guide to Finding the Right Job in the Design & Construction Industry*.



### 30 QUESTIONS

- What is it like to work here?
- What are some of the firm's problems? What is being done to address these?
- What is the state of the firm's financial health?
- What are some of the firm's strengths?
- May I see the firm's business plan?
- Who are your clients? May I talk with one?
- Who are your competitors?
- What kinds of computers and programs do you use? Will I have my own computer?
- Is this a new position or a replacement? What happened to the person who held it previously? Is there someone already employed by the firm who thinks they should have this position?
- What are this position's daily responsibilities?
- What is the career path from this position? What's the next step and what would I need to do to get there?
- Who directly supervises this position? What is his or her background? What's he or she like? May I talk to other people who report to this person?
- How many people are in the department/group/studio? May I meet some of them? Do they want this position filled?
- What would I be working on immediately? What would be my role?
- What are the firm's expectations of the person assuming this role?
- How would my performance be measured?
- How are pay reviews scheduled?
- How long have you been here? Why do you like working here?
- Does this firm encourage continuing formal education? Do you accommodate class/seminar schedules? Do you pay for any portion of tuition/attendance fees?
- How is firm ownership structured? What are the opportunities for ownership?
- Will I have a written employment agreement?
- Does your company require



that I sign a non-compete agreement?

- How many women and minorities hold management positions in your firm?
- Where do the other employees live? How far away are these communities? Can you describe them? What is the commute like?
- How many other candidates are you considering for this position? What can you tell me about them?
- What is your schedule for making this hiring decision? When you began this process, what was your target date for getting someone on board? What is the next step?
- When will I hear back from you?

## **TO ORDER**

### **Guide to Finding the Right Job in the Design & Construction Industry**

Paperback - 238 pages

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Visit the publisher's Web site at

<http://www.aecworkforce.com/guide>

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