



The way to get started is to quit talking and start doing.

Walt Disney

I agree with Walt Disney, but before you can start doing you need to know what exactly you are required to do, and who you will be doing it for. So you need to ask some good qualifying questions upfront. These questions should be your pre-interview questions- maybe asked during the rapport building telephone interview. Below are three areas that are essential for you to cover if you want to be prepared for a formal interview.

Position

1. What are the duties, functions and responsibilities of the actual the position?
2. What will I be doing on a day to day basis?
3. How does the position fit into the “big picture” of what needs to be accomplished by the department, division, and/or company? *This will demonstrate to you “how” and “where” you may fit into the “whole” of the organization.*

Performance

1. What performance standards define success for this position?
2. In specific, job related terms, what critical functions must be performed in order to meet or exceed expectations?
3. How will the performance standards be communicated? Daily? Weekly? Monthly? Quarterly? Annually?
4. Can the performance standards be self-monitored?

Manager

1. What is it like to work for you?
2. What can I expect from you on a day-to-day basis? In terms of guidance, support, and leadership?
3. How will we interface within the work environment? Would you provide me with an example of how this works during a typical day on the job?