

How to Appropriately Ask Questions During a Job Interview

Five or ten minutes before the scheduled end of your interview, you will probably be asked “Do you have any questions for us?” However, there is no need to wait until the end of the interview to ask your questions.

One useful guideline is this- You can ask a question at any time if it relates to the discussion you are having. For example, let’s say you have been asked to describe your skills using a Point of Sale system. After sharing perhaps with what types of systems you are familiar and to what extent, you could reasonably ask “I hope I addressed your question. Could you tell me more about the system you currently use and an overview of what data you desire to be extracted?”

Another guideline is this- Be careful about starting the interview with a question. Some interviewers need to ask the initial questions in order to feel they have control. So, wait until after 3 or 4 questions before approaching them with one.

Also, practice common sense. If your interviewers seem less than pleased with questions you pose without an invitation, hold them until you are asked at the latter part of your interview.

Lastly, should you write your questions down and bring them to the interview? Yes! Writing them down can help you articulate them. Bring them in a nice binder. If you feel you need to refer to your notes, say “I have written down a number of my questions. Would you mind if I refer to my notes?” It is best if you do not keep your eyes in your binder and read them. Instead, look at them to jog your memory and then get some eye contact and proceed to ask.

Most interviewers will appreciate questions which relate to your discussion because they foster a flow of communication and show that you are very much engaged in it.

Also remember, that interviews can be stressful on the interviewers. They must constantly ask good questions and listen for the answers. When you ask a question, it lifts some of the burden off of the interviewers’ shoulders.