

Ask the Right Questions to Avoid Choosing the Wrong Company

About the Industry and Company

- What are the biggest challenges/opportunities of the industry?
- What are the 3 most important goals the company needs to achieve this year?
- **What is this year's financial target? Is that a significant increase over last year? Are you on pace to achieve it?***
- What are you most concerned about?
- How do you see this position contributing to achieving those goals?

About the Position

- Is this a new position or a replacement?
 - If new, why was it created? If a replacement, why did the previous person leave the position?*
- What would be expected of me from my manager? From my team members?
- What are the 3 most important goals this position needs to achieve this year?
- **What training, tools, resources and support is available for this position?***

About Career Opportunities:

- What is the career path and promotional opportunity for this position?
- What are the lateral opportunities?
- What is the company's policy on:*

 - Posting for open positions
 - Promotions

- **How often do employees get promoted?**
- What types of development programs do you offer? Who can participate and when?
- What tuition programs do you have?

***Questions in red are considered sensitive
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About Culture/Communication/Engagement

- What are the company's core values?
- How would employees describe the company culture they experience?
- **Aside from job performance, what do people need to do to be successful here?***
- What culture changes have you seen over the course of your employment?
- What's one thing would you change about the company's culture?
- How does the company keep employees informed about the company's goals and performance?
- What is the company's process for seeking out and acting on employee feedback?
- How open and responsive is the company to employee's needs?
- What employee activities do you have?
- Why did you decide to join the company? What keep you here?

About Benefits

- What benefits do you offer?
- Is there a waiting period before they become effective?
- What percentage of the cost does the company pay?
- Do you have a pension plan and/or a 401K plan?
 - When can I participate?
 - Is there a company match? If so, how much?
 - When is it 100% vested?
- **Is there a financial incentive for NOT selecting benefits?**

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About Performance Review Process/Salary Increases

- Do you have a performance review process?
 - What is the performance criteria?
 - When is performance reviewed?
- Are salary increases determined by the overall performance rating?
- Are other factors considered?
- **If I started within the next month, when would I be eligible for a salary increase?***

About Total Rewards

- Do you have salary ranges for your positions?
- What is the range for this position?
- How often are salary ranges reviewed?
- **How is internal equity managed as you hire talent from the outside?**
- Are there any bonuses/special compensation associated with this position?
 - What is the criteria?
 - When is the bonus paid out?
- What is the total compensation package for this position?

About Anything and Everything Else

- **What am I not asking to help me understand the reality of joining this company?***

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