

ANY QUESTIONS?

A practical guide to asking thoughtful interview questions

An interview is an opportunity for you and the employer to get to know each other. Thoughtful questions help you understand the role, show your interest and decide whether the opportunity is right for you.

1. PREPARE YOUR QUESTIONS

- Read the job description and research the company. Focus on what you still need to understand, rather than information readily available on its website.
- Prepare five or six questions and aim to ask two or three that have not already been answered. Adapt your choice to the interviewer and the time available.
- Ask questions naturally during the conversation. Listen carefully and use follow-up questions to explore the answers.

2. UNDERSTAND THE ROLE AND EXPECTATIONS

- What would a typical day or week in this role look like?
- What would be the main priorities for the first three months?
- What are the biggest challenges the person joining will need to address?
- How will success be measured, and how will feedback be shared?
- Which skills and behaviours would help someone excel in this role?
- Is this a new role, or an existing position, and how has it evolved?

Make it specific: “The job description mentions improving processes. Which area would you most like the new person to focus on first?”

EXPLORE THE OPPORTUNITY

Choose the questions that matter most to you

3. THE TEAM AND MANAGEMENT STYLE

- Who would I report to, and how would we work together?
- How is the team structured, and which colleagues or departments would I work with most closely?
- How would you describe the manager's approach to communication and support?
- Will there be an opportunity to meet the manager or team during the interview process?

4. COMPANY CULTURE AND DIRECTION

- How would you describe the working culture, and can you share an example of it in practice?
- How do the company's values influence everyday decisions?
- What do you enjoy most about working here?
- What are the organisation's main priorities over the next year, and how would this role contribute?

5. INDUCTION, SUPPORT AND DEVELOPMENT

- What would the induction and initial training involve?
- What support and resources would be available to help me settle into the role?
- What opportunities are there to develop skills or take on additional responsibility?
- Can you share an example of how someone in the team has progressed?

Follow the conversation: "You mentioned that the team is growing. How do you expect that to affect this role?"

FINISH WITH CONFIDENCE

Clarify what you need to know and agree the next steps

6. QUESTIONS TO CLOSE THE INTERVIEW

- Is there anything about my experience or skills that you would like me to clarify?
- Are there any important aspects of the role that we have not yet covered?
- Is there anything else I can provide to support your decision?
- What are the next steps in the process, and when might I expect to hear from you?

7. KEEP THE CONVERSATION CONSTRUCTIVE

Ask about the opportunity and your own suitability. Rather than asking how you compare with other candidates, invite the interviewer to explore any areas of your experience that need more detail.

If you want to understand why the vacancy exists, ask how the role has evolved and what the business needs from the next person. This gives you useful context without asking for personal details about a previous employee.

Salary, hours, location, working arrangements and benefits are valid topics. Discuss essential requirements with your Halecroft consultant before the interview and agree what still needs to be clarified with the employer. You can also ask your consultant about any interview support or adjustments you need.

8. YOUR FINAL CHECKLIST

- Before: choose your priority questions, prepare examples of your experience, and confirm the interview time, location or online joining details.
- During: listen, avoid repeating questions already answered, and ask for examples where an answer is unclear.
- After: note what you learned, consider any unanswered questions and share your feedback with your Halecroft consultant.

A simple closing statement: “Thank you for your time. I have enjoyed learning more about the role, particularly [specific aspect discussed], and I am interested in the opportunity.”

Your Halecroft consultant is here to help you prepare, discuss your feedback and support you through the next steps.