

QUESTIONS YOU SHOULD ASK DURING AN INTERVIEW

- If hired, would I be filling a newly created position, or would I be replacing someone? Why did that person leave?
- Can I speak with the person who previously held this position?
- How many people have held this position in the last two years?
- How would you describe a typical work day and the things I would be doing?
- What duties are most important in this position?
- Could you describe to me who worked best with the particular attorney and what particularly made the match work?
- What is the firm culture?
- Does the attorney(s) have any “pet peeves”?
- Would I need any additional/special training?
- How does this position contribute to the department?
- What are the department’s goals for the year?
- Who are the people I would be working with, and what is their background?
- Can someone in this position be promoted? If so, to what position?
- How will I get feedback on my performance and when?
- Has the department had a layoff in the past? If so, why?
- Do you manage or have responsibility for other departments?
- What other attorneys would I be working closely with?
- What attorney would provide the majority of my work?
- If you were to offer me this job, where could I expect to be in five years?
- What could I say or do to convince you to offer me this position?
- Is the position exempt or nonexempt?
- Is this position a timekeeper position?
- How long do you think it will take you to make a decision?
- Are you meeting with any other candidates for this position?
- When will you be making a hiring decision?