

# Questions to Ask Employers

1. Please describe the duties of the job for me.
2. What kinds of assignments might I expect the first six months on the job?
3. Are salary adjustments geared to the cost of living or job performance?
4. Does your company encourage further education?
5. How often are performance reviews given?
6. What products (or services) are in the development stage now?
7. Do you have plans for expansion?
8. What are your growth projections for next year?
9. Have you cut your staff in the last three years?
10. How do you feel about creativity and individuality?
11. Do you offer flextime?
12. Is your company environmentally conscious? In what ways?
13. In what ways is a career with your company better than one with your competitors?
14. Is this a new position or am I replacing someone?
15. What is the largest single problem facing your staff (department) now?
16. May I talk with the last person who held this position?
17. What is the usual promotional time frame?
18. Does your company offer either single or dual career-track programs?
19. What do you like best about your job/company?
20. Once the probation period is completed, how much authority will I have over decisions?
21. Has there been much turnover in this job area?
22. Do you fill positions from the outside or promote from within first?
23. What qualities are you looking for in the candidate who fills this position?
24. What skills are especially important for someone in this position?
25. What characteristics do the achievers in this company seem to share?
26. Is there a lot of team/project work?
27. Will I have the opportunity to work on special projects?
28. Where does this position fit into the organizational structure?
29. How much travel, if any, is involved in this position?
30. What is the next course of action? When should I expect to hear from you or should I contact you?

# Qualities Desired in New College Graduates

## By Businesses, Industries and Government Agencies

### **Energy, Drive, Enthusiasm and Initiative**

Hard-working, disciplined and dependable  
 Eager, professional and positive attitude  
 Strong self-motivation and high self-esteem  
 Confident and assertive, yet diplomatic and flexible  
 Sincere and preserves integrity  
 Ambitious and takes risks  
 Uses common sense

### **Adapts Textbook Learning to the Working World**

Quick learner  
 Asks questions  
 Analytical; independent thinker  
 Willing to continue education and growth

Committed to excellence  
 Open-minded, willing to try new things

### **Knowledge of Computers**

Established word processing, spreadsheet, database and presentation software skills  
 Excellent computer literacy

### **Communications Skills**

Good writing skills  
 Excellent oral communication skills  
 Listens well; compassionate and empathetic  
 Excellent problem-solving and analytical skills  
 Creative and innovative

### **Leadership Skills**

Organizational skills and attention to detail  
 Accepts and handles responsibilities

Action-oriented and results-driven  
 Loyal to employers  
 Customer-focused  
 Team-spirited; understands group dynamics  
 Always willing to help others  
 Mature, poised and personable  
 Diversity aware; treats others with respect and dignity

### **Oriented to Growth**

Acceptance of an entry-level position; doesn't view required tasks as "menial"  
 Academic excellence in field of study  
 Views the organization's total picture, not just one area of specialization  
 Willing to accomplish more than required

Source: Recruiting Trends by L. Patrick Scheetz, Ph.D., Collegiate Employment Research Institute. ©Michigan State University.