

QUESTIONING

Questioning is the ability to ask for more information when you feel you have not understood or been told the full story and is useful at all stages of the job hunt.

- When you have not understood fully what the other person has said
- When you want more information
- When you want to know more about the job that you are applying for
- When you are arranging an interview (e.g. time, date and location)
- When you want to show that you have researched the company and industry in an interview
- When you want to know the **terms and conditions** of a job or the hours that you will be working

Why is it important?

Questions demonstrate that you are **motivated** to find out more than just what you are told; this looks great in an interview and is what employers want to see from you.

TIP:

Write down some questions and take the notes with you to the interview. This is a great way to show you have thought about the interview.

Good and bad questions

However, in interviews there are questions that you should avoid. These might be ones that you should already know the answer to, for example:

→ **What is the job?**

It is fine to ask for specifics around what you will be expected to do but you should have done enough research to know what the job is

→ **What does the company do?**

Try to find out what the company does before your interview - use the internet

→ **Do I have to deal with money? - I don't like doing that**

It's fine to ask if you will have to perform a task but if you say that you don't like it or won't do things you probably won't get the job! Always be positive - it's great to learn new skills or improve current ones

Activity

There are lots of different types of questions that you can ask when you're looking for a job, from hours you might work to what sort of career progression is available.

List three questions for each type here, then discuss these with your mentor and think about what others you could ask. What did they ask when they got their job?

Practical questions

Role/job questions

Company questions