



INTERVIEW CHECKLIST



The best time for a job interview is in the morning. Your interview partner is more likely to be relaxed to adopt a positive attitude towards you.

Below you will find a selection of questions that you could ask at the end of your interview if they have not already been answered. It is advisable to have about three more questions ready to go. However, the scope and type of questions should be adapted to the company, the position, the specific situation and the interview partners before the interview.

First Interview

1. Company data, only if unavailable on the company website or anywhere else in advance, e.g. number of employees, locations, turnover, business model and clients
2. Responsibilities and their relevance
3. Goals
4. Standards, methods, software products in use, e.g. in project management
5. Hardware and software
6. Usual work routine
7. Work locations
8. Amount of travel
9. If you are hired for a project: what is going to happen afterwards?
10. Number of people on the team, in the department and at the location
11. Organizational chart that displays all positions and their organization (including external units)
12. Reporting line, form and frequency of reporting
13. Managerial responsibility, budget responsibility
14. Active and passive substitution
15. How long has the position been vacant?
16. How long did the predecessor hold the position?
17. Why is the vacancy being filled (new position or replacement)?
18. In-house competition for the job (potential conflict in case of employment)
19. How will the company, the division and the position most likely develop?
20. Workplace: individual / open-plan office, equipment
21. Meet your future colleagues
22. Salary (rough estimate)
23. Possible starting date (estimate)
24. What happens next? Who will contact whom and when?

Second Interview

1. Starting date
2. Annual salary, number of monthly salaries, leave pay, other benefits, individual variable remuneration
3. Calculation of individual variable remuneration and potential revaluation
4. Benefits, e.g. health insurance, casualty insurance, tax-free capital-forming payments, corporate pension plan, company car, cell phone, stock options, relocation allowance
5. Probation period, working hours (per week), overtime (payments or time off in lieu)
6. Number of leave days
7. Instruction, e.g. by the person you are going to replace
8. Human resources development
9. Number of training days per year
10. Budget and budgeting process
11. Methods of performance evaluation
12. Authorizations
13. If possible: talk with the person you are going to replace
14. Draft of the contract
15. What happens next? Who will contact whom and when?

Difficult Questions

Some information is interesting for the candidate but may be difficult to ask about because they could easily be misunderstood or convey wrong priorities. Some examples are:

- Convenient places for lunch (canteen, restaurants)
- Company parking lot
- Home office
- Sabbatical
- Parental leave
- and other topics that are more about your private situation.

Would you like to comment on this checklist? We are looking forward to your feedback!

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