

# CxO Interview Tactics

## Great Questions You Can Ask In an Interview

### Position Description

1. Would you describe the key responsibilities of the position for me, please?  
Are there any other skill on the periphery of the role not specifically mentioned in the position description?
2. To whom would I be reporting? Can you tell me about the executive team who would be reporting to me?
3. Is this a newly created position? If not, how long did the previous person hold it? Was the previous person promoted?
4. What skills and characteristics are considered the most useful for success in the job I'm applying for?
5. Could you describe a typical day?

### Judgment Questions for the Interviewer

1. What kind of personal attributes and qualifications does your company value?
2. What is the most significant challenge facing your company now?
3. What have been some of the best results/accomplishments produced by people in this position?
4. What are your projections for this department/position for the next year? (Specify type of projections, e.g., sales, production, products, profits, etc.). What are your plans for expanding – top and bottom line revenue?
5. What do you see ahead for your company in the next five years?
6. How do you rate your competition? What could disrupt your industry / company? How are you prepared to manage that?

## **Education & Professional Development**

1. What additional training might be necessary for this position?
2. Are there training programs available to me so that I can learn and grow professionally? Would you like to see me engaged in any thought leader roles – in major media? Keynote speaking, boards, think tanks and so on?
3. Does the firm support advanced degrees or executive leadership training for its employees?
4. What is the company's position on participating in professional organizations?

## **Company Information**

1. What are some of the major short-and-long-range goals that the company has?
2. What are two or three characteristics that the company considers to be unique or attractive about it?
3. What are some of the common denominators among the most successful employees?

## **Career Paths**

1. Assuming I was hired and performed well for a number of years, what additional opportunities might this job lead to? Can you tell me about the career path this position offers?
2. Could you tell me about the people who have preceded me in this position and in the department? Where are they now, and what are they doing?
3. Is it your usual policy to promote from within?

## **At The End of the Interview**

1. Based on our meeting today, do you believe I am a fit for this position?

- 
2. I'd really like to work with your company. I think it's a great company and I'm confident I could help you achieve your strategic goals. What is the next step in your selection process? When do you expect to make a hiring decision for this position? When can I get back to you?

CONFIDENTIAL