

## Answering Questions

### QUICK TIPS

Asking questions is a powerful tool in the art of discussion. Questions judiciously inserted into conversation keeps listeners on their toes and can even change the tone or direction of what is being discussed.

High performing interviewees understand the value of asking questions and regularly use this facility to subtly manipulate how an interview proceeds.

#### **Proceed with Caution**

You need to be careful however not to be perceived as trying to take over the interview. The interviewer will quickly reach that view if you ask too many questions or ask inappropriate ones at the wrong time and/or in the wrong way.

To be effective with this technique, you need to understand what good questioning involves and practice the technique in your everyday discussions to become proficient at it.

#### **Questions at the End of the Interview**

At the end of the interview, you will be asked if you have any questions. Too often people mumble about matters already covered and that makes for a weak ending. Some people have a notepad available with questions listed and quickly choose one or two of these.

You should ask one question to demonstrate the research you have done on the company. Rather than a general question, link it to something you have read. For example ‘I read in a recent issue of The Business Post that yours is one of the most highly competitive industries the country ...’

Don’t drag out your questioning process and let them know you are finished by saying to the interviewer, ‘thank you – I don’t have any more questions at this stage’.

#### **In Finishing Up**

Make it clear you would like to work for the company: ‘I’m really impressed with your company and everyone that I have had the opportunity to meet. I’m confident I could do a great job in this position. When can I expect to hear back from you?’