**Questions you may want to ask an employer during the interview:**

1. What type of training programs are set-up for new employees?

2. Could you please describe the typical first year projects or assignments?

3. What do you see as the greatest challenge in this position?

4. What kind of person are you looking for?

5. What is the work environment like?

6. What are the opportunities (or paths) for advancement?

7. What are the organizations policies on promoting from within?

8. How and when are evaluations conducted?

9. What is the overall structure of the department?

10. Where do you see the organization / department heading for in the future?

 **After The Interview – Thank You!**

After your interview, you should breathe a sigh of relief, while also realizing you still have more work to do! Within 24 hours of interviewing with a company, you should send a follow-up email thanking them for the interview, offering a recap of your skills, and describing one thing you learned from the interview.

Ms. \_\_\_\_\_\_\_\_\_\_,

Thank you for interviewing me today for the Sales Associate position at your company. As I stated in the interview, my six years of experience in retail sales, involvement with the WIU Marketing Club, and my coursework in management will be a benefit to your company. I appreciated learning about why you joined the company 10 years ago, and hope that I can be a part of this energetic team! I look forward to hearing from you after you complete the remainder of the interviews. Have a wonderful evening, and good luck at your bowling tournament tonight.

Sincerely,

Kate Smith

If you have not heard back from the company within the time they discussed, it is appropriate to send another follow-up email asking them about the interview process. This email should only be sent out once, and at least two weeks AFTER the interview.

Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I know you are busy with other interviews, but I wanted to check in regarding the Sales Associate position I interviewed for on Wednesday, October 28th. As I stated in my previous email, I really appreciated learning about your company and feel my skills are an excellent fit for this position. Please let me know if you have already filled this position or what I need to do to move forward in the interview process.

Sincerely,

Kate Smith