



9 GOOD QUESTIONS TO ASK IN AN INTERVIEW

Interviews aren't just about giving the right answers—they're about asking the right questions.

John Kador, Monster contributor

Ask insightful, thorough questions to your potential employer.

The landscape for job seekers today can be difficult. In other words, if you want a job today, the hard work starts when you prepare for the interview. That means not just nailing the interview questions you are asked, but actually knowing which questions to ask in an interview so that you leave a strong impression on hiring managers. After all, you're reviewing them as much as they're reviewing you. The right questions to ask during an interview are the ones that will not only elicit important information, but will also reflect positively on you as a candidate.

Here's the thing: Rattling off a list of haphazard queries won't get you much attention. You need to come up with good questions to ask in an interview, ones that make the people in the room sit up and take notice. Your questions must demonstrate that you did your homework on the job itself, have a set of values that are shared with the company,

and understand where the industry is headed. Bonus: These questions could also help you avoid a bad boss before it's too late.

YOUR GOAL IS TO MAKE A STATEMENT IN THE FORM OF A QUESTION. THE STATEMENT IS DESIGNED TO:

- Highlight your qualifications.
- Demonstrate your confidence.
- Reinforce your commitment.
- Understand the employer's challenges.
- Make yourself accountable.
- Advance your candidacy.

Questions are the best way to demonstrate that you understand the company's challenges, emphasize how you can help the company meet them, and show your interest in the most unmistakable manner possible—by actually asking for the position.

So, what are the best questions to ask in an interview? Based on my interviews with dozens of recruiters, human resource professionals, and job coaches, here are nine of the most memorable questions to ask in an interview. Good Interview Questions to Ask About the Company

- What exactly does this company value the most, and how do you think my work for you will further these values?

- Can you give me some examples of the most and least desirable aspects of the company's culture?

- How does this company define and measure success?

GOOD INTERVIEW QUESTIONS TO ASK ABOUT THE JOB

- What kinds of processes are in place to help me work collaboratively?

- In what area could your team use a little polishing?

- What's the most important thing I can accomplish in the first 60 days?

Good Interview Questions to Ask the Interviewer

- How long have you been with the company?

- What do you enjoy most about working here?

- What makes you good at your job?

BONUS INTERVIEW QUESTIONS TO ASK

- How long is the average tenure of an employee?

- Where would the company like to be in five years?

- Am I going to be a mentor or will I be mentored?

- How will you judge my success? What will have happened six months from

now that will demonstrate that I have met your expectations?

- This job sounds like something I'd really like to do—is there a fit here?

- Now that we've talked about my qualifications and the job, do you have any concerns about my being successful in this position?

- What is the next step in the hiring process?

- When can I expect to hear back?

- By when do you hope to make someone an offer?

- When is the anticipated starting date for this position?

- Whom should I reach out to if I have any further questions?

Use these questions to ask during an interview as prototypes for questions based on the particulars of the position for which you are being considered. Make them your own and polish them until their shine reflects on you. Asking questions like these is not for the faint of heart but, then again, neither is succeeding in a competitive job market.

John Kador is the author of 301 Best Questions to Ask on Your Interview (McGraw-Hill, 2010) and more than 10 books. His other career books are The Manag-



er's Book of Questions: 1001 Great Interview Questions for Hiring the Best Person and The Flawless Interview. Kador is a frequent speaker at job and college career fairs.

PREP AHEAD OF TIME

Now that you know which questions to ask in an interview, you can turn the focus back on crafting your answers to common interview questions. Could you use a little more

help with that? Create a Monster profile for free today. You'll get career advice, job search tips, and interview insights sent directly to your inbox so you can learn how to put your best professional foot forward. We'll help you craft answers to questions about your personality, work experience, and skill set so that you stand out from the crowd. A little preparation can take you far!



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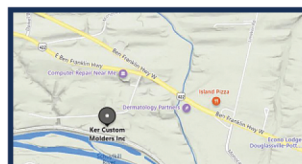
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Position: **WASTEWATER FACILITY LABORER**

General Summary: The North Coventry Township Municipal Authority (NCMA) seeks applicants for a full-time Wastewater Facility Position. The successful candidate will be an employee of NCMA but may be required to assist and complete tasks for the North Coventry Water Authority.

Job Overview: The Wastewater Facility Laborer assists the Wastewater Facility Operator and other treatment plant personnel with the construction, maintenance, repair, and operation of the NCMA wastewater collection systems. The successful candidate will be responsible to assist the Operator with the safe and efficient operation of plant equipment, accurate reading of meters and gauges, starting, stopping, and operating of pumps, generators and other equipment, the performance of sampling for environmental testing, inspection of sewer laterals and the marking of PA One Call locations.

Essential Duties and Responsibilities:

- Assist with the treatment of raw sewage, sludge processing, and operation of disposal equipment
- Inspection, Maintenance and repair of the physical plant and pump stations
- Performance of Custodial functions to buildings, grounds, and equipment
- Inspection of sewer laterals and marking PA One Call Locations

Skills/Abilities:

- Ability to accurately read and interpret maps, computer equipment, meters, and gauges
- Ability to accurately keep operation logs and reports
- Ability to operate light and heavy vehicles, equipment, power tools, and hand tools
- Ability to interact and communicate with co-workers in a professional and courteous manner

Qualifications:

- High School Diploma or equivalent
- Must possess a valid PA Driver's License

Starting pay is dependent on an applicant's qualifications and experience. Applicants are required to submit a cover letter of interest and resume by mail, to the attention of **Mr. John Cooney, Authority Manager at 1485 E. Schuylkill Road, P.O. Box 833, Pottstown, PA 19464-0833 or e-mail to john@ncwatersewer.com.**

RECRUITMENT

How to Score the Best Summer Jobs

Fire up your summer job search!

Sally Buffalo, Monster contributor

Find the best summer jobs with help from Monster.

The best summer jobs can line your pockets with a paycheck during the sunny months—and get your parents off your back—so you'd better get ready now.

The youth labor force (people aged 16 to 24) skyrockets between April and July each year, according to the Bureau of Labor Statistics. That's not exactly a surprise. It's summer vacation time, and you need something to do (and earn a buck), right? Turns out, that's not the only reason to get a summer job.

The best jobs for summer also teach you about working well with other people, gaining professional experience, and learning problem solving and customer service. Trust us, these are important skills that come in handy later in life.

Bottom line: If you're looking for a job this summer, expect some competition. Use this strategy to make sure you're not left sitting on the couch while all your friends are working.

TARGET THE TOP INDUSTRIES FOR BEST SUMMER JOBS

Though the unofficial job of the summer may be lifeguard (and rightfully so), here's a sample of other industries that typically hire seasonally, and what types of workers they need:

SUMMER JOB IDEAS

Construction: Summer is prime time for building, especially in the Midwest and Northeast, where harsh winters prevent outdoor work. Not all construction jobs involve heavy lifting or standing in the sun all day. Project managers and engineers are in demand for these summer gigs as well.

Hospitality: Hotels, motels, resorts, campgrounds, restaurants, marinas, beach clubs, and country clubs all need ex-

tra staff to deal with the influx of visitors during summer. Hospitality jobs range from front desk attendants to housekeeping to food service to valet attendants and beyond.

Landscaping: Like construction, the landscaping industry needs a lot more workers in the summer than in the winter. And again, although some jobs will involve working on the landscape crew, landscaping companies may also hire extra people to answer customers' questions and schedule jobs.

Office work: Even in industries where there's no particular uptick in work to be done over the summer, there may be opportunities. Workers go on vacation, after all, and in some cases companies have to fill their positions with temp workers for a few weeks.

Recreation: Summer camps are full of good summer jobs, including counselors, coaches, instructors, cooks, nurses, and coordinators. Not to be outdone, amusement parks and movie theaters also need extra hands on deck.

Tourism: Visitor centers, tour companies, and travel companies all see an increase in business during the summer. They'll hire people to work on-site but may also need help behind the scenes. Jobs may be available working the phones for customer service, for example.

KEEP COOL, BUT BE PERSISTENT

Of course, look for summer work online, and send in an application. But try to arrange to go in and meet the people you'd be working with. That'll help you make a connection so they know who you are beyond what you look like on paper.

BRING A RESUME

You'll have a leg up on the competition and increase your chances of getting hired for the best summer jobs if you put together a resume, even for a first job.

Use your resume to talk

about the experiences you've had both inside professional settings as well as things you've done at school or in the community that can highlight skills and characteristics that are valuable to employers.

There are no secret skills required to land good summer jobs—employers are looking for candidates with technical know-how, communication skills, and reliability. You should be flexible and display a willingness to just get the job done.

THINK CAREER PLANNING

While it's certainly fun to spend a summer scooping ice cream or working at a camp, don't overlook opportunities for summer internships in your field. Most medium- to large-sized companies offer internships. These can be in a variety of departments—like engineering, accounting, IT, marketing, and sales—many of which are paid.

Look for opportunities in your field of study—you can search "engineering internship" on Monster, for example—as that's where you'll have the best odds. And ask your college or high school counselor for suggestions.

The benefits go beyond June, July, and August. You'll gain relevant work experience, make valuable contacts and potentially open up job opportunities for after you graduate.

When companies hire summer interns, they're creating a talent pool of future entry-level employees.

GET CONNECTED TO THE BEST SUMMER JOBS NOW

Since there aren't many tough qualifications required to hire people for good summer jobs, employers will move fast, so you want to be in the running. Want to get an edge on the competition? Set up a free profile on Monster today. You can get job alerts sent directly to your inbox so you can apply as soon as opportunities become available.