

职场“面霸”教你如何正确提问面试官实用英语 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/642/2021_2022__E8_81_8C_E5_9C_BA_E2_80_9C_E9_c96_642031.htm The interviewer asks you, "Do you have any questions for me?" 面试官问你，“你有什么问题要问我吗？” You say ... "Yes!" 你回答说……“有！” This is the easiest interview question out there. Always say yes。这是最简单的面试问题，总要说有的。 Asking questions shows that you 're interested in the job. It also gives you a chance to show how knowledgeable you are about the position and the industry. Most important, it lets you highlight why you 're the perfect candidate。能提出问题表示你对这份工作很有兴趣。这还给了你一个机会展示一下你对这个职位以及这个行业的熟悉程度，最重要的是，这给你机会来强调为什么你是最佳求职者。 You have to choose your questions carefully, though, depending on who 's doing the interviewing. An excellent question for a recruiter might be inappropriate for an executive. And you don 't want to ask your potential boss something that 's best suited for a future coworker。不过你应该根据来面试你的人仔细的选择你的问题。一个问招聘人员最合适的问题却不一定合适问高级主管。你也不想用最应该问将来同事的问题向未来老板提问吧。 Also, there are certain questions you should never ask early in the interview process -- no matter whom you 're meeting. Don 't ask about salary, vacation, 401(k) or anything else that might make you seem more interested in the compensation than the company. 还有，有些问题是你永远都不应该在面试环节提问的不管谁

面试你。不要提问关于薪水、假期、退休金或者其他可能让你看上去更关心薪金而不是公司的问题。 This article shares questions appropriate for every type of interviewer。 这篇文章为你提供一些适合问各种面试官的问题。 The Recruiter: The 'Big Picture' Person 招聘人员：统观大局的人 It's the recruiter's job to identify strong candidates and guide them through the hiring process. Think of the recruiter as the "big picture" person. They can give you an overview of the company and the department as a whole. (Save very specific questions about the job for the hiring manager。) The recruiter is also the best person to answer questions about the hiring process。 招聘人员的工作就是识别那些强有力的求职者，通过招聘程序给他们一些引导。把这些人当作统观大局的人。他们可以给你一个对全公司和整个部门的总的看法。(把那些具体的问题留给招聘经理吧。)招聘人员还是回答招聘程序的最佳人选。 Some questions to ask the recruiter: 一些适合问招聘人员的问题： * How would you describe the company culture? * What type of employees tend to excel at this company? * Can you tell me more about the interview process? * 你怎样形容这家公司的企业文化？ * 什么类型的员工能在这家公司有比较好的发展？ * 能给我多讲讲招聘程序吗？ The Hiring Manager: Your Future Boss 招聘经理：你未来的老板 The hiring manager will likely supervise you if you get the job. They're the most knowledgeable people about the position and its requirements. You should direct specific questions about the job, its responsibilities and its challenges to them. You may also want to ask what kind of candidate they're seeking。 如果你拿到了这份工作，招聘经

理很可能就是管理你的人。他们是对职位和职位需求最清楚的人。你应该直接问他们关于工作的具体问题，工作要担负什么样的责任，有什么样的挑战。你还可以问问他们在寻找什么样的人。 Some questions to ask the hiring manager: 一些适合问招聘经理的问题：

- * What are the most important skills for the job?
- * How would you describe your ideal candidate?
- * What ' s a common career path at the company for someone in this role?
- * 对这份工作来说最重要的能力是什么？
- * 你怎样描述理想中的候选人呢？
- * 公司里做这个职位的人发展前景是什么样的？

The Executive: The Industry Expert 高级主管：行业专家 Senior managers and executives are likely to be most knowledgeable about the latest happenings in their industry. If you ' ll be working closely with an executive, you can ask them some specifics about the job. But you should focus most of your questions on the future of the company and the industry. This is your chance to show off your industry knowledge! 高管可能是对全行业的动态最了解的人。如果你将和一位高管一起工作，你可以问他们一些关于工作的具体问题。但是你的问题应该更多着眼于公司和全行业的发展前途。这是一个让你炫耀你的行业知识的机会。 Some questions to ask a senior manager or executive: 一些适合问高管的问题：

- * How do you think this industry will change in the next five years?
- * What do you think gives this company an edge over its competitors?
- * What ' s the company ' s biggest challenge? How is it planning to meet that challenge?
- * 你觉得这个行业在未来五年会发生什么样的变化？
- * 你觉得公司和其他竞争者相比有什么优势？
- * 公司现在面临的最大挑战是什么？公司有什么计

划迎接这些挑战吗？ The Coworker: The Straight-Talker 同事：有话直说的人 Some interviews will also include a meeting with a potential coworker -- the interviewer most likely to "tell it how it is." A potential colleague may be most candid about the job, its challenges and the work environment. However, don't expect inside information -- and certainly don't ask for it。 有时候面试管中可能会有一位未来的同事这样的面试官最有可能有一说一。一位可能的同事也许是最坦白交待工作的人，关于工作中的挑战和工作环境等。但是，别期待内部消息也别打听。 Some questions to ask a potential coworker: 一些适合问未来同事的问题： * What's a typical day like in the department? * How would you describe the work environment at the company? * What's the most enjoyable part of your job? What's the most challenging part? * 在这个部门最典型的一天是怎么过的？ * 你觉得公司里的工作环境是什么样的？ * 你的工作中最有趣的部分是什么？最有挑战的又是什么？ 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com