

ASK BETTER QUESTIONS

The art of asking questions is considering what responses you prefer and framing the questions to maximize your chances of getting the answers you want. Here are 15 rules for asking better questions:

1. Ask open-ended questions.
2. Keep it short.
3. Don't Interrupt
4. Getting to Yes
5. Use Inclusive Language
6. Ask Questions the Interviewer Can Answer
7. Avoid Questions that are Obvious or Easy to Determine
8. Avoid "Why" Questions
9. Avoid Asking Questions that Call for a Superlative
10. Avoid Leading or Loaded Questions
11. Avoid Veiled Threats
12. Avoid Questions that Hint of Desperation
13. Asking Questions that Focus on What the Company Can Do for You
14. Don't Ask Questions that are irrelevant to the job or organization.
15. Relax and smile.