

## Example questions for a formal networking conversation

Do you have a networking meeting coming up?

Make sure to prepare your questions in advance. This way, you'll get the right information during the conversation and avoid taking up too much of the other person's time.

Once you've written down your own questions, take a moment to review the sample questions on the next two pages. You'll find ideas for questions about someone's role and about the organization they work for.

Good luck!

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### Questions related to the role

#### Personal:

- What is the interviewee's work experience?
- Why did you choose this line of work? What motivates you to continue doing it?
- How did you get this job? (education, previous work experience, networking, job posting)

#### Role:

- Can you summarize the role? What are your responsibilities?
- What is the context/environment of the work? (outdoor/indoor, fixed/flexible workplace, work stress, team/independent, travel, remote work)
- Are there any special items required? (uniforms, safety equipment, dress code, etc.)
- What are the main tasks, smaller tasks, and detailed tasks?
- What does an average workday/week look like?
- Is there flexibility in organizing your work? Who decides which projects are undertaken?
- Are there opportunities for personal initiatives? If so, can you share an example?
- Is there room to think beyond Dutch frameworks—European or global perspectives?
- What does the department's work look like? What are its objectives?
- What kind of colleagues do you interact with in this role (e.g., age, background, positions)?
- What are the positive, interesting, and enjoyable aspects of the job content-wise?
- What are the less favorable or negative aspects of the job (content or circumstances)?

#### Selection:

- What distinguishes someone who excels in this role from someone who performs less well?
- What qualities, professional skills, or work experience are necessary for this role?
- What education and certifications are required? At what level is the work performed?
- What work experience is essential for this job? What work attitude is expected?

#### Development:

- What growth opportunities are available (broadening/deepening)?
- What training and courses are offered/valuable/required for this role?
- Is additional training needed? How often/intensively?

#### Working Hours and Location:

- What are the working hours—variable, flexible, irregular? Is parttime possible?
- Are there specific periods when taking vacation is discouraged (e.g., busy or overtime periods)?
- Is remote work possible—hybrid or even from abroad?

#### Salary:

- What is the starting salary for this position?
- How does it evolve over time? How frequently are salary adjustments made?
- Is the salary fixed or dependent on bonuses/commissions?
- What are the secondary benefits (e.g., company car/public transport reimbursement, hybrid working arrangements, pension plan, 13th-month bonus)?

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### Questions related to the organization (please first read the website)

#### General Company Information:

- What are the organization's main activities—products, services, goals, vision, core values?
- Which industries does it relate to? Who are its clients/suppliers/competitors?
- How many employees does it have? Is there an organizational chart available?
- Are there other branches or international offices?
- How would you describe the culture (type of employees, atmosphere, management style)?

#### Organizational Developments:

- How was the company in the past (e.g., founding year, size, structure, products/services)?  
Note: This information is often available on their website; review it beforehand.
- What developments have occurred in areas such as logistics, industry focus, target audience, products/services, culture, image, goals, departments, personnel size/revenue/profit/loss/reorganization/expansion/contraction)?
- What future developments are anticipated and how will they be addressed (e.g., top-down management planning vs. initiatives from all levels)? What are the opportunities?

#### Positive/Negative Aspects:

- What are the positive and interesting aspects of working at this organization?
- What are its less favorable or negative aspects—and why?

#### Selection Process:

- How does the organization recruit staff (e.g., in-house recruiter vs. agency vs. employee network)? Where are vacancies posted (social media channels)?
- What expectations and preferences do they have regarding work attitude and skill level?
- How is personnel management handled (e.g., attention to working conditions and performance evaluations)?
- In general terms, what criteria are most important during selection processes?
- How high is employee turnover or absenteeism?

#### Employee Development:

- What development opportunities exist (e.g., mentoring programs, courses/training/stages/coaching)?
- Are career development facilities available (e.g., guidance focused on strengths/potential or HR-led development discussions)?
- Are refresher courses offered—and if so—which ones specifically?
- How do employees stay informed about new developments in their field?

#### Facilities:

- Are working hours flexible or fixed—lunch/break times—is there an onsite restaurant?
- What secondary benefits exist (e.g., pension contributions)?
- Is parking available—or reimbursement for public transport/car leasing options—or provision of a phone/laptop/other?
- Are workplaces flexible or fixed—what's their size/layout (individual offices vs. open-plan spaces)—is hybrid/homeworking possible?