

Behavioral Manager Interview Questions and Answers

Anticipate manager interview questions based on the knowledge and core competencies commonly required for success in a management job.



Your interview will include questions that explore common manager behaviors or competencies. These behavioral interview questions will determine your ability to perform the necessary job functions by assessing the fundamental competencies underlying common management activities.

Use the interview answer insight and advice to help you prepare for success in your manager job interview.

Knowledge requirements for a manager job

The knowledge requirements will vary depending on the employer, level and scope of the manager job. However typical knowledge requirements for managerial or supervisory jobs include:

- business and management principles
- strategic planning
- administrative procedures
- operating systems

- understanding of accounting and financial reports
- organizational planning tools
- information processing applications
- relevant software applications
- human resource management principles

Manager interview questions around the knowledge requirements are answered by reviewing your resume or CV as they refer directly to your qualifications and work task experience.

Anticipate and plan for interview questions that explore your training, your qualifications and your task experience, with reference to the specific knowledge requirements listed. Examples include:

"What methods have you used to evaluate your employees' job performance?"

"What experience do you have in setting budgets?"

"What systems have you developed and implemented to improve operating efficiency in your department?"

Common manager competencies

The management job interview will focus on questions that look for evidence of management competencies. You will be asked to provide specific examples of when you have demonstrated the required competency. Reflect on your past experiences, select appropriate examples and plan your response using the following structure:

- Describe the specific situation or task you were involved in
- Detail the action and steps you took in the situation
- Outline the results and outcome of your actions

Go through these manager interview questions that explore the essential competencies for a management position. Use the answer guidelines to help you prepare your own excellent interview answers.

Judgment and Decision-Making

"Tell me about a tough decision you had to make recently at work , how did you go about making the decision?"

"Think of a good decision you made and a recent decision that wasn't good. What did you do differently in making these decisions?"

In your interview answer show how you are able to review the relevant facts, consider alternatives and decide on the most appropriate action. Discuss how you take into consideration the available resources and any possible constraints.

Manager interview questions will also explore your ability to delegate effectively.

Delegation of Tasks and Responsibility

"Tell me about an important assignment or task that you delegated. How did you ensure that it would be completed successfully?"

"When delegating a recent assignment, describe how you showed your confidence in the person's ability to do the job?"

In your interview answer focus on how you assign tasks and responsibility to the appropriate people, how you clarify exactly what is expected, communicate confidence and ensure adequate resources are available for successful completion of the task. Include follow-up procedures and setting deadlines.

Staff Motivation

"Give me an example of when you successfully motivated your staff using incentives or rewards."

"Describe a time you had to motivate a staff member who was reluctant to undertake an assignment."

In your interview answer show how you determine the appropriate motivation strategies for your staff members by understanding their different needs and perspectives.

Include the communication of goals and visions to your staff, gaining commitment to these, establishing appropriate reward and incentive structures and supporting and leading staff to success.

Expect manager interview questions that assess your ability to identify problems.

Problem Analysis and Assessment

"Describe a complicated problem you recently had to deal with on your job. How did you gain a better understanding of that problem?"

"Give me an example of a time you were able to identify and resolve a small problem that had the potential to become a big problem."

In your interview answer demonstrate your ability to detect problems, to gather the relevant information to identify the underlying issues and to identify cause and effect relationships. The focus is on your ability to get the right information to identify the key issues.

Staff Development

"Describe a time you had to provide training or coaching to different staff members on the same tasks."

"Give me an example of when you had to provide feedback to a staff member who was performing poorly, how did you go about this and what was the outcome?"

In your interview answer show how you have facilitated the development of knowledge and skills, how you adjust your approach according to the individual and provide support where needed.

Discuss how you are able to assess the needs of your staff, establish a plan for improvement considering available resources and the individual requirements and gain agreement to this plan.

Key to success as a manager is communication. Prepare for manager interview questions about your communication skills.

Staff Communication

"Give me a specific example of when you had to clearly communicate your expectations to a subordinate."

Tell me about the steps you took to establish rapport with a new staff member."

In your interview answer demonstrate how you communicate information effectively to an individual or group, adjusting your approach according to the situation. Include your ability to see the other person's perspective, to listen properly and establish a constructive relationship.

Work and Task Management

"Talk me through a short term plan you developed and implemented for your department."

"What methods have you used to prioritize work assignments?"

In your interview answer focus on your planning and organizational skills. Describe your ability to establish objectives, set priorities, plan proper assignment of tasks, allocate resources effectively, use appropriate organizational tools and follow up on work and task status.

Motivation questions

Expect manager interview questions that explore your motivation and commitment to the manager role, such as:

"What do you consider to be the most challenging thing about being a manager?"

"What do you like and dislike about the managerial role?"

"What makes a good manager?"

Click here to view [management interview questions](#) that focus on your management style. Use the sample answers to prepare for your management job interview.

[Management job interview questions](#) that explore your understanding and experience of what management involves in today's business environment.

Find good answers to the question [What Makes a Good Manager?](#)

For a comprehensive guide to answering competency based or behavioral questions go to [the behavioral interview](#)

Whatever position you are applying for, interviewers will also ask these [common job interview questions](#). Be prepared to successfully answer these interview questions using the sample answers.

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