**Interview Questions**

**Questions for Hiring Managers**

What specific skills from the person you hire would make your life easier?

What are some of the skills and abilities you see as necessary for someone to succeed in this job?

What would be a surprising but positive thing the new person could do in first 90 days?

What challenges might I encounter if I take on this position?

What are your major concerns that need to be immediately addressed in this job?

What do you see as the most important opportunities for improvement in the area I hope to join?

What are the attributes of the job that you’d like to see improved?

What are the organization’s three most important goals?

 How will my leadership responsibilities and performance be measured? By whom?

What are the day-to-day responsibilities I’ll be assigned?

Are there any weaknesses in the department that you are particularly looking to improve?

What goals or objectives need to be achieved in the next six months?

Can you give me an ideal of the typical day and workload and the special demands the job has?

 How would you describe your own management style?

What personal qualities or characteristics do you most value?

Could you describe to me your typical management style and the type of employee who works well with you?

Corporate culture is very important, but it’s usually hard to define until one violates it. What is one thing an employee might do here that would be perceived as a violation of the company’s culture?

How would you characterize the organization? What are its principal values? What are its greatest challenges?

How would you describe the experience of working here?

If I were to be employed here, what one piece of wisdom would you want me to incorporate into my work life?

What types of people seem to excel here?

What have I yet to learn about this company and opportunity that I still need to know?

Can you give me some examples of the best and worst aspects of the company’s culture?

What makes this company a great place to work? What outside evidence (rankings or awards) do you have to prove this is a great place to work? What is the company going to do in the next year to make it better?

How many days will it take for you (and the company) to make a hiring decision for this position?

What is your "learning plan" for me for my first six months? What competencies do you propose I will develop that I don’t currently have?

Give me some examples of the decisions I could make in this job without any approvals. Can you show me the degree of autonomy and control I have in this position?

How many hours a week do you expect the average person on your team to work? How many hours does the average person in fact work? Are there work-life programs in place to promote a healthy work-life balance?

How will my performance be evaluated? What are the top criteria you use? What percentage of my compensation is based on my performance? Is there a process where the employees get to assess their supervisor? If I do a great/bad job in the first 90 days, how, specifically, will you let me know? What are the steps you would take to help me improve? How do you discipline team members?

What is the first assignment you intend to give me? Where does that assignment rank on the departmental priorities? What makes this assignment a great opportunity?

How many hours of your time can I expect to get each week for the first six months on the job? How often will we have scheduled meetings?

If I were frustrated about my job, what specific steps would you take to help me overcome that frustration? How about if you were frustrated with me? Can you show me examples of what you have done for others in your group in the past year to overcome any frustration?

What are the "wows!" of this job? What are the worst parts?

What will make my physical work environment a fun and stimulating place to spend time?

Could I get a chance to see the team in action? Can I sit in on a team meeting? Shadow someone for a day?

What are the biggest problems facing this department in the next six months and in one year? What key competencies have you identified that I will need to develop in the next six months to be successful?

What do you see in me? What are my strongest assets and possible weaknesses? Do you have any concerns that I need to clear up in order to be the top candidate?

**Questions Designed to Get Feedback**

How do you like me so far?

Do you have any concerns about my ability to do the job and fit in?

Is there anything standing in the way of us coming to an agreement?

Do you have any concerns about my experience, education, skills?

How do I compare with the other candidates you have interviewed?

Can you describe your ideal candidate. What do my qualifications lack compared to those of the ideal candidate?

I’m ready to make a decision based on the information I have. Is there anything else I can elaborate on so that you would have a better understanding of my qualifications and suitability for this position?

Are there any areas in which you feel I fall short of your requirements?

Can you give me any feedback that would make me more attractive to the company in the

future or that I could benefit from next time?

Is there anything else you need from me to have a complete picture of my qualifications?