



Suggested Interview Questions for Hiring a Manager

1. Tell me about team(s) that you have directly grown, managed and led. How did you go about building your team(s)?
2. What characteristics do you look for when you're hiring?
3. Walk me through, in detail, the process you use for on boarding new hires and training. How long is your process?
4. What do you know about our company and how are we perceived by our customers and our competition?
5. Tell me about the most satisfying personal accomplishment you have made.
6. What are your strengths, assets, and things you like about yourself and things you do well?
7. What are your shortcomings or areas for improvement?
8. Describe a situation in which you had to learn a new product, service or technology quickly. How did you go about learning and how successful was the outcome?
9. Please describe your decision making approach when faced with difficult situations. Are you decisive and quick, but sometimes too quick...or...are you more thorough, but sometimes too slow? Are you intuitive or go purely with the facts? "Do you make most of your decisions yourself or do you involve people in decisions?"
10. What are the best and worst decisions you've made in the past year or so?
11. If you joined our organization, what specific actions would you take in the first 90 days?
12. How do you go about establishing goals for performance for your team?
13. How are your expectations communicated?
14. How do you build teamwork?
15. Describe your team leadership style.
16. How productive are the meetings that you run? How often do you run meetings?
17. What are your top 3 motivators?
18. Tell me about the biggest change that you encountered. How did you adapt to that change?
19. What are some of the biggest challenges you have ever faced and overcome in your career?
20. When you're not at work...what do you do outside of work for enjoyment?