

HIRING MANAGER INTERVIEW QUESTIONS



COVERED IN THIS GUIDE

Hiring managers often use a range of interview questions to assess a candidate's qualifications, skills, and cultural fit. The best questions are those that reveal how a candidate thinks, handles challenges, and aligns with the company's values.



1. BEHAVIOURAL QUESTIONS

These questions help gauge how candidates have handled situations in the past, which is often a good predictor of future performance.

"Can you describe a time when you faced a significant challenge at work? How did you handle it?"

Purpose: To assess problem-solving skills and resilience.

"Tell me about a time when you had to work with a difficult team member. How did you manage the situation?"

Purpose: To evaluate interpersonal and conflict-resolution skills.

"Give an example of a goal you set and how you achieved it."

Purpose: To understand goal-setting and motivation.

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2. COMPETENCY QUESTIONS

These questions are designed to evaluate specific skills and competencies relevant to the role.

"What tools and techniques do you use to stay organized and manage your time effectively?"

Purpose: To assess time management and organizational skills.

"Describe a project you led from start to finish. What was the outcome, and what did you learn?"

Purpose: To evaluate leadership, project management, and learning from experience.

"How do you prioritize tasks when you have multiple deadlines?"

Purpose: To assess prioritization and decision-making skills.

TOP TIP - Make sure you begin the interview by telling the interviewee exactly what to expect, building some rapport and offering a drink. A good candidate experience reflects well on your business but also makes candidates feel more at ease, ensuring you get to know them a bit better.

3. SITUATIONAL QUESTIONS

These hypothetical questions evaluate how candidates might handle future situations.

"If you were assigned a project with limited resources and a tight deadline, how would you approach it?"

Purpose: To gauge resourcefulness and time management.

"Imagine a key team member suddenly leaves in the middle of a crucial project. What would you do?"

Purpose: To assess crisis management and adaptability.

"If you disagreed with a decision made by your supervisor, how would you handle it?"

Purpose: To understand conflict management and communication skills.

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4. CULTURAL FIT QUESTIONS

These questions help determine if the candidate aligns with the company's values and culture.

"What kind of work environment allows you to thrive?"

Purpose: To see if the candidate's preferred environment matches the company's culture.

"How do you handle feedback, especially if it's critical?"

Purpose: To assess openness to feedback and continuous improvement.

"Tell me about a time when you contributed to a team effort that had a positive impact on the organization."

Purpose: To gauge teamwork and contribution to organizational success.

5. PROBLEM SOLVING QUESTIONS

These questions assess a candidate's analytical and critical thinking abilities.

"Describe a complex problem you had to solve. What approach did you take?"

Purpose: To evaluate problem-solving and analytical skills.

"How do you approach learning something new that's outside your comfort zone?"

Purpose: To understand learning agility and adaptability.

"If you identified a more efficient way to do a task, how would you implement it in your team?"

Purpose: To assess innovation and initiative.

TOP TIP - Always close the interview by outlining next steps and when they are likely to hear.. and stick to it. Candidate experience is paramount in this market. Candidates talk, especially in smaller industries. Make sure they are positively talking about you.

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6. EXPERIENCE AND BACKGROUND QUESTIONS

These questions explore the candidate's professional history and qualifications.

"What attracted you to this role, and how does it fit into your career goals?"

Purpose: To understand motivation and career alignment.

"Can you discuss your most significant achievement in your previous role?"

Purpose: To highlight accomplishments and relevance to the new role.

"Why are you leaving your current job?"

Purpose: To understand the candidate's career progression and motivations.

7. CLOSING QUESTIONS

These questions help gauge the candidate's final thoughts and provide an opportunity for them to clarify anything.

"What questions do you have for me?"

Purpose: To assess the candidate's interest in the role and the company.

"Is there anything else you'd like to share that we haven't covered?"

Purpose: To give the candidate a chance to highlight additional qualifications or thoughts.

These questions can provide a comprehensive understanding of a candidate's abilities, experience, and fit for the role and organization.

Hiring managers often use a range of interview questions to assess a candidate's qualifications, skills, and cultural fit. The best questions are those that reveal how a candidate thinks, handles challenges, and aligns with the company's values.

The rest of this document will provide you with some of the best interviewing questions across all categories.

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FURTHER INTERVIEW QUESTION EXAMPLES

Remember, when preparing for an interview, make sure you know WHY you are asking the questions and what you want out of it. You can tailor the questions on this document to be relevant to your business. We recommend having a plan around what you are trying to attract to the business and why.

Behavioural Questions

1. Tell me about a time when you had to overcome a significant challenge at work. How did you handle it?
2. Describe a situation where you had to work under pressure. How did you manage it?
3. Give an example of a time when you worked in a team and faced a conflict. How did you resolve it?
4. Tell me about a project you led. What was the outcome, and how did you ensure its success?
5. Can you share a time when you had to learn a new skill quickly? How did you approach it?

Competency Based Questions

1. What strategies do you use to prioritise your tasks when faced with multiple deadlines?
2. How do you ensure accuracy and attention to detail in your work?
3. Describe a time when you had to use your analytical skills to solve a problem. What was your approach?
4. How do you stay organised when managing several projects at once?
5. What tools or systems do you use to track your progress and productivity?

Situational Questions

1. If you were given an unexpected deadline with limited resources, how would you approach the project?
2. What would you do if you realized a project you were working on was not going to meet the client's expectations?
3. If a key team member were to suddenly leave during a crucial project, how would you handle the situation?
4. Imagine your manager asked you to complete a task that was outside your usual responsibilities. How would you approach it?
5. How would you handle a situation where you strongly disagreed with your supervisor's decision?

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FURTHER INTERVIEW QUESTION EXAMPLES

Experience and Background Questions

1. What attracted you to this role, and how does it fit into your career goals?
2. Can you walk me through your most significant professional achievement to date?
3. Tell me about a time when you had to adapt to significant changes in your job. How did you manage?
4. What are the most important lessons you've learned in your previous roles?
5. How has your experience prepared you for this position?

Cultural Fit Questions

1. Describe the type of work environment in which you thrive.
2. How do you handle constructive criticism and feedback?
3. Tell me about a time when you contributed to improving team dynamics or culture.
4. How do you stay motivated when faced with routine or repetitive tasks?
5. What values are most important to you in a workplace?

Leadership and Teamwork Questions

1. How do you motivate team members who are struggling or unengaged?
2. Describe a time when you had to delegate tasks in a project. How did you ensure the work was completed successfully?
3. Tell me about a time when you took on a leadership role in a difficult situation. What was your approach?
4. What's your leadership style, and how do you adapt it when managing different team members?
5. How do you ensure clear communication and collaboration within a team?

This diverse list of questions covers a range of topics that will help you assess a candidate's fit for a role, from technical skills to cultural alignment and problem-solving abilities.

Good luck interviewing and remember, if you need any help in finding suitable pre-screened candidates to interview, contact the team at Talent Junction on 02382 250424.