



Project Manager Interview Details

Date:	Time:
Candidate Name:	Candidate Phone Number:
Candidate Email:	Referred By:
Position Applying:	Interviewer:

What is your background, personally and professionally?

What are your special interests? Hobbies? Outdoor activities/Sports?

Do you like to travel?

Detail a normal weekend for us? Morning start? Tasks? Activities?

What is your current Support System?

What do you know about our Company? How did you hear about us? What attracted you to our company?

Why do you want to leave your current job? Or why did you leave your former job? How long were you there?

What was it at your current/previous job that kept you there for _____ years?

Tell me about your work history and experience.

Have you worked in this industry before?

Tell me about your skills and experience.

What would your previous employer say your three best attributes are?

What would your previous employer say your three worst attributes are?

What is your management style?

Tell us about your experience managing different challenging projects/people and how this can contribute to this position?

How do you handle people on the job site (i.e. subs, general labors) that are not following company policies?

What is the most complex project you have managed from start to finish?

Are you willing to travel, work nights, weekends, holidays and be on-call as needed?

How do you determine realistic schedules for projects?

What is your process on managing expectations with clients?

How do you go about ensuring your projects run smoothly and the client is satisfied? (Please provide step-by-step process)

When do you know the project is off-track?

If the project is not adhering to schedule, how do you get it back on track?

What's your ideal project?

Do you have budget management experience? Please explain if so.

Have you managed remote teams and outsourced resources? Please give some examples of each.

How do you manage team members that are not working to their full potential?

How do you deal when you're overwhelmed or underperforming? Please give examples.

How do you work with customers, insurance adjusters, sponsors and stakeholders?

How tall are the pyramids in Egypt?

Do you seek help outside from the project team?

Do you delegate?

What type of project software(s) have you previously used? What software do you prefer?

What is the biggest mistake you've made on a project?

How did your last project end? What did you learn?

How do you prioritize tasks on a project?

What's your preferred project management methodology?

How do you gain agreement with teams?

What is your leadership style?

What is your communication style?

How do you deal with stress?

How do you deal with conflict?

Tell me about a time that you disagreed with the "group" & how did you move the group to your viewpoint?

What would prevent you from coming to work in the next 6 months (Vacations, Weddings, Childbirth, etc.)

How many days were you absent from work last year?

What do you feel makes a bad boss?

What is your 5 year goal?

What is your 10 year goal?

Do you prefer working alone or as a team?

What do you look for in a company, i.e. culture, boss, etc.?

What's something you don't want us to know?

Why should we hire you?

What are your salary/pay requirements?

Additional Notes:
