

Interview Question Bank for Hiring Managers

This document provides a comprehensive bank of interview questions designed to assist hiring managers in conducting effective interviews and making informed hiring decisions. The questions are categorised by skill set and competency to help tailor interviews to specific roles.

General Questions

- Tell me about yourself.
- What do you know about our company and this role?
- Why are you interested in this position?
- What are your greatest strengths?
- What are your greatest weaknesses?
- Why are you leaving your current job?
- What are your salary expectations?
- Do you have any questions for me?

Behavioral Questions

Behavioral questions are designed to understand how candidates have behaved in past situations, which can be an indicator of future performance.

- Describe a challenging project or task you've worked on. What was your role, and what was the outcome?
- Tell me about a time you had to deal with a difficult colleague or client. How did you handle the situation?
- Give me an example of a time you failed or made a mistake. What did you learn from it?
- Describe a situation where you had to work under pressure or meet a tight deadline. How did you manage it?
- Tell me about a time you had to adapt to a significant change at work. How did you handle the transition?
- Give an example of a time you went above and beyond for a customer or colleague.
- Describe a situation where you had to motivate a team or individual. What was your approach?

Technical/Skill-Based Questions

These questions will vary depending on the specific role. Examples are provided below, but managers should tailor these to the job description.

Skill/Competency	Example Questions
Problem-Solving	Describe a complex problem you've solved recently. What was your process?
Technical Proficiency	Explain [specific technical concept relevant to the role] in a way a non-technical person could understand.
Data Analysis	How would you approach analyzing a large dataset to identify trends?
Software Development	Walk me through your process for debugging code.
Project Management	How do you prioritize tasks when managing multiple projects simultaneously?

Leadership Questions (for managerial roles)

- Describe your leadership style.
- How do you motivate your team?
- How do you handle conflict within your team?
- Tell me about a time you had to deliver difficult feedback to a team member.
- How do you foster a positive and collaborative team environment?
- How do you delegate tasks effectively?

Culture Fit Questions

- What kind of work environment do you thrive in?
- What do you look for in a team?
- How do you contribute to a positive team culture?
- What are your expectations for your manager?
- What's important to you in a company's values?

Important Reminders for Hiring Managers

- **Be consistent:** Ask similar questions to all candidates for the same role to ensure fair comparison.
- **Listen actively:** Pay attention to not just what is said, but also how it's said.
- **Take notes:** Document responses to help recall details and compare candidates effectively.
- **Follow up:** Ask probing questions to gain deeper insights into a candidate's experience and thought process.

- **Legal considerations:** Be mindful of questions that could be discriminatory or violate privacy laws. Avoid asking about age, marital status, religion, nationality, or family plans.
- **Provide a realistic job preview:** Be honest about the challenges and rewards of the role and the company culture.

This question bank should assist you in your hiring process and give you a base model in which you can structure your interviews.