**Interview Question Template for Hiring Managers**

**Candidate Information**

Name:

Position Applied For:

Date of Interview:

Interviewer(s):

**Opening Questions**

1. Tell me a bit about yourself and your background.

What are you passionate about in your career?

2. Why are you interested in this role at our company?

What drew you to this position?

**Experience & Skills**

1. Can you walk me through your relevant experience in [specific skill or responsibility required for the role]?

How does this experience make you a good fit for this role?

1. Describe a project or task where you faced a significant challenge. How did you overcome it?

What did you learn from the experience?

1. Which tools or software are you most familiar with for [specific role-related task]?

How proficient are you with these tools?

**Behavioral Questions**

1. Tell me about a time when you had to work as part of a team to achieve a goal. What was your role, and how did you contribute?

What was the outcome?

2. Give an example of how you’ve handled a conflict with a colleague or supervisor.

How was the conflict resolved?

1. Describe a situation where you had to adapt to a major change at work. How did you handle it?

What was the impact of that change?

**Cultural Fit & Work Style**

1. How do you prioritize your tasks when you have multiple deadlines?

Can you give an example from a past job?

2. What kind of work environment helps you thrive?

How do you typically manage stress at work?

3. How do you handle feedback and performance evaluations?

Can you share a time you received constructive feedback and how you responded?

**Role-Specific Questions**

1. What do you think are the key challenges in this role, and how would you approach them?

What specific strategies would you use?

2. If hired, what would your plan for the first 30/60/90 days in this position be?

What goals would you set for yourself?

**Closing Questions**

1. Do you have any questions for us about the role or the company?
2. What are your salary expectations for this position?
3. Is there anything else you would like to share that we haven’t covered?

**Post-Interview Evaluation**

Strengths:

Areas for Improvement:

Overall Impression: