

UNIVERSITY OF NORTH ALABAMA

ONLINE EMPLOYMENT SYSTEM INFORMATION: SAMPLE INTERVIEW QUESTIONS FOR MANAGERIAL POSITIONS

Decision Making Questions

- 1. At what point do you find it necessary to bring others into your decision-making process? Why?
- 2. Describe your approach to decision-making and problem-solving. Why do you do it this way?
- 3. When you recommend something to management, what approach do you usually use?
- 4. How do you assemble relevant data to make your decisions? How do you know you have enough data?
- 5. How much leeway do you give your employees to make decisions? How do you still maintain control?

Administration Questions

- 1. What areas are within your sphere of responsibility in your current position? How do you make sure that you know what is happening (problems, changes, etc.)?
- 2. How do make sure that your employees are accountable?
- 3. What operating systems do you use to monitor and maintain control of your area of accountability?
- 4. What do you typically do when you hear of a problem in your area? Explain.
- 5. How useful have you found written procedures and guidelines in helping you manage your area?
- 6. Do you feel that the chain of command is important? Why? Do you feel it might inhibit organizational effectiveness at any time?
- 7. Share an effective method you have used to enforce rules and regulations.

Writing Skills Questions

- 1. When you have to write letters, how do you usually get started?
- 2. How do you keep track of incoming and outgoing correspondence?
- 3. What do you see as the difference in writing strategy for a report vs. memo vs. a letter?

Financial Questions

- 1. What responsibility do you have for budgeting? What budgeting method do you use?
- 2. Tell me about a time when you had to prioritize limited resources. How? What worked and what did not?

Leadership Questions

- 1. How do you get your employees (or others) to follow you?
- 2. How do you use power or authority to get what you want done?
- 3. How do you delegate responsibility for an assignment? Whom do you choose? What and how do you delegate, and what do you monitor and follow up?
- 4. How do you describe your management style?

Source: Loyola University - Chicago