

Samples for management/leadership positions

1. What kind of organization best suits your leadership style?
2. Describe your relationships with people with whom you have worked.
3. What has been your experience in leading groups? Tell me about successful projects you have organized and led. Of which of your accomplishments are you most proud?
4. How do you get the most out of employees?
Who should have the responsibility for developing employees?
5. Have you ever influenced people to do things another way? Tell me about that situation.
6. How would you deal with employees who do not meet your expectations?
7. How would you keep your office or organization on a solid financial base?
8. If you had to make significant cuts in expenditures, how would you go about implementing such a reduction?
What are your experiences in training other people? Tell me about a time when you have done this.
9. How do you keep track of details and attend to paperwork?
10. Do you think people should have fun at work? if so, what are some appropriate ways to have fun at work?
11. What criteria do you use in measuring your own performance?
12. How do you set priorities for use of your time?
13. What talent, skills, or experience do you bring to this job?
14. From whom have you learned the most in your career? What have you learned and why is it valuable?
15. Do you have any additional comments or insights that would help us to better understand you as a professional?

Interview for: _____ (Position title)
Name of Candidate: _____ Date: _____

1. Tell me about your background – what types of responsibilities do you have with your current employer? Past employers?
2. Explain to candidate the position; give copy of job description.
3. Why to you wish to leave your present position?
4. Computer usage? What types of software?
5. How would you rate your computer skills? Beginner – Intermediate – Advanced?
6. What skills do you feel you would bring to this position?
7. How have you demonstrated teamwork in your previous positions?
8. What do you consider your greatest accomplishment?
9. Of all of the jobs you've had, what did you like least? The most?
10. What is the most difficult situation you have ever had to handle at work? Ability to multi-task? Ability to deal with deadlines, stress?
11. What is your greatest strength? Greatest weakness?
12. Where do you see yourself career-wise in 3-5 years?

Interview Reminders

- A) Tell the candidate about our background check policy & give him/her a copy of the policy and the form. Let him/her know that any offer is contingent upon successful completion of this background check.
- B) Ask candidate what he/she is expecting in terms of salary range.
- C) Verify the references that they have provided. (Name of current pastor?)
- D) Confirm possible time frame within which the candidate could start working if an offer was made.
- E) Let candidate know timeframe within which we hope to make a hiring decision.