



## Leader & Manager Interview Questions

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ROLE/TITLE:** \_\_\_\_\_

**DATE OF HIRE:** \_\_\_\_\_

**LEADER/MANAGER/SUPERVISOR:** \_\_\_\_\_

**OBSERVING:** \_\_\_\_\_

**CONSULTANT:** \_\_\_\_\_

**GENERAL COMMENTS/OBSERVATIONS** \_\_\_\_\_

**COMPANY/FAMILY BACKGROUND FEEDBACK** \_\_\_\_\_

**Who founded/started this business?**

**Why did it get started/what was the vision?**



## **ORGANIZATIONAL/REPORTING STRUCTURE**

## **ORGANIZATIONAL FEEDBACK**

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**What differentiates COMPANY from its competition?**

**What are the strengths of COMPANY?**

**Why do people enjoy working at COMPANY?**



**What is the difference between a leader and a manager and what are the qualities of an effective leader and or manager?**

**What have we done well as a Company or a Team?**

**What do you think our customers think of us?**

**What tools, resources, information, leadership and/or management are we lacking that would allow us to “move to the next level”?**



**What is the best thing we could do now as a company?**

**If you were “in charge,” what changes would you make?**

**What are the owner’s concerns, for example:**

- Profitability
- Competition
- Developing People
- Performance Appraisal System
- Morale of Employees
- Other:

**What, if any, trends are we missing out on – what should we be capitalizing on now and in the future?**



## **INDIVIDUAL FEEDBACK**

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**What motivates you?**

**Do you prefer to work with tasks or people (differentiate)?**

**Describe the type of work environment that you prefer:**

**What is the most enjoyable part of your job?**



**What is the least enjoyable part of your job?**

**As an individual, what are your greatest strengths for COMPANY ?**

**What types of people are the hardest for you to work and/or deal with?**

**What does it look like when you get angry and/or irritated?**

**What changes do you think are needed in your role or in this business?**