

Supervisory Interview Questions

1. What do you consider the most important qualities for a supervisor?
2. Describe your supervisory style.
3. What would your former employees/coworkers say about your performance?
4. What do you dislike about being a manager?
5. What do you see as the most challenging part of being a manager?
6. Tell me about setting goals for your department and gaining commitment from your staff.
7. How do you monitor and manage work flow to meet department goals?
8. What communication methods have you used to keep your group informed about project goals, milestones and deadlines?
9. Tell me about an important assignment that you delegated. How did you ensure that it would be completed successfully?
10. Describe a time when you had to motivate a staff member who was reluctant to undertake an assignment.
11. How do you recognize the achievements of your team members?
12. Give an example of how you provide training or coaching to different team members.
13. What do you look for in an employee?
14. Give an example of when you had to provide feedback to a poorly performing associate. How did you go about this and what was the outcome? Did the employee's performance improve?
15. If you know the feedback given will not be received well how do you approach the situation?
16. How can you be sure that you are clearly communicating your expectations with your team members?
17. What do you do to establish rapport with a new group of employees?
18. What methods have you used to prioritize work assignments?
19. Describe a time that you had to introduce an important change to your job.
20. How do you facilitate conflict resolution between employees in your group? What steps did you take to ensure a fair and open process?
21. Conflict can be an uncomfortable experience. Can you think of a time when you did not address a situation because of the conflict that might arise? What happened in this situation to resolve the issue?
22. When evaluating an employee's performance what factors are most important to you?
23. We all have to make decisions to achieve a balance between personal and work objectives. When was there a time when you had to adjust one at the expense of the other? What were your actions?
24. Tell me about a challenge you faced when dealing with colleagues from diverse backgrounds, how did you handle it?
25. Tell me about a time when you had to adapt quickly to a new procedure or policy.
26. Tell me about a time you had to change your approach to a situation because your initial attempts were unsuccessful.
27. Tell me about a time when you had set a goal for yourself and how you went about accomplishing it.

28. Tell me about a time when you were unable to meet a deadline. How did you determine that you would not meet the deadline and what did you do about it?
29. Were you responsible for coordinating any events, projects or programs?
30. Sometimes people's emotions can get in the way of resolving a conflict. Describe a time when your communications skills helped diffuse a tense situation. What was the situation and what exactly did you do or say to help?
31. Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you or vice versa.
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