



# Interview Cheat Sheet for CEOs and Hiring Managers

Top interview questions every CEO and hiring manager should ask

You've got a great candidate scheduled for an interview, and about 30 minutes to get to know them. But, what should you ask to get to the core of who you're interviewing and the impact this person could have on the company?

**ANSWER:** BEHAVIOR-BASED QUESTIONS.

We've assembled this interview cheat sheet with the top questions CEOs and hiring managers should ask to determine if a candidate is a good fit. Simply, choose the topics in this guide that are applicable for your role and your culture.

**Tip:**

Make sure you ask all candidates for a specific role the same questions so your evaluation is consistent.



**HAPPY HIRING!**

## Excellence in work

- Tell me what you're most passionate about in the work you do.
- What does going above and beyond on a project mean to you?
- Please describe a time when you went above and beyond?

## Ability to lead

- Have you ever had to sell an idea to your coworkers or group? How did you do it? What were the results?
- Describe a situation where you needed to use persuasion to convince someone to see things your way. What steps did you take? What were the results?
- Tell me about a time when you led by example. What did you do and how did others react?

## Judgment & prioritization

- Describe the most productive team you've been a part of. How did you contribute? What were the results?
- Tell me about a time when you had to juggle several projects at the same time. How did you organize your time? What happened as a result?
- Describe a time when you volunteered to expand your knowledge at work, as opposed to being directed to do so. How did you seek out the opportunity? What were the results?

## Achievements

- What do you consider your greatest accomplishment? How did you achieve this? What was the outcome?
- Tell me about the most challenging situation you've faced, and what actions you took. What was the outcome?
- Describe a decision you made that created a competitive advantage for your business? What action did you take? What were the results?

## Work relationships

- Describe the best partner or supervisor with whom you've worked. What part of their managing style appealed to you?
- What do you think your colleagues would say about you?
- Give an example of a time when you had to work with someone who was difficult to get along with. Why was this person difficult? How did you handle interactions with that person?

## Accountability

- Have you ever had a situation where you were working with someone who did not seem motivated to get the work done? How did you handle it? What was the source of de-motivation? Did the job get done?
- Have you been assigned a task that you thought was challenging? What steps do you take in developing a plan of action? What was the result?
- Tell me about a time when you delivered more than was expected. What motivated you?

## Growth

- When was the last occasion you asked for direct feedback from a superior? Why did you seek this information?
- Describe an instance when you had to think on your feet to extricate yourself from a difficult situation. How did you approach the situation? What was the reaction?

## Integrity

- Have you ever worked with a client that you didn't trust to do the right thing? How did you handle the situation?
- Tell me about a time when you were on a team that had to make an uncertain decision where there was a possibility of adverse public reaction. How did you manage the situation?

## Motivation and potential

- What motivates you to come to work every day?
- What would motivate you to make a move from your current role?
- What does impact at a business mean to you?
- Where do you see yourself 5-10 years from now?

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