
Sample Interview Questions

There are some questions you can ask in the interview process to help assess their values and skills as a leader. These include:

- 1) Tell me about a time you had to deal with a challenging situation where you had to work with a colleague who did not share your ideas, values or beliefs? What was the situation and how did you address it?
 - a) Possible Follow up questions:
 - i) What was the specific challenge? Who was involved? Please explain how you resolved the issue.
 - ii) What was most challenging for you in dealing with this issue?
 - iii) What coping techniques did you use in this situation? *(how they manage stress)*
 - iv) What did you learn from that situation? *(how they are able to reflect, learn and grow from challenges)*
- 2) What would you do differently if that were to happen again? *(assesses their level of self-awareness)*
- 3) How do you motivate your team?
- 4) Tell me about a time where you had an employee who had a difficult personal issue that may have affected their performance or attendance at work? How did you handle the situation and what was the outcome? How did you feel about this situation? *(is the leader empathetic)*
- 5) How do you ensure that everyone on your team can openly share their ideas and opinions? *(is the leader open-minded and inclusive)*
- 6) Tell me about a time where you were set on an idea and an employee or colleague changed your mind and you implemented their idea? *(is the leader a team player, are they open to new ideas)*
 - a) How do you respond to ideas/suggestions from a team member? *(are they open-minded, collaborative)*
- 7) Can you describe a time where you lead by example? *(are they a team player)*
- 8) How do you contribute to a positive and healthy workplace culture? *(do they value and contribute to a healthy workplace)*
- 9) How do you handle conflict on your team? *(are they good communicators, problem-solvers)*

-
- 10) How would you go about encouraging acceptance and support from someone on your team you felt was closed-minded on an issue?*(are they inclusive and supportive)*
 - 11) What is your communication style? How often do you communicate with your team members (both individually and as a team)? *(how do you they communicate, how do they stay connected to their team)*
 - 12) What motivates you? *(motivators)*
 - 13) How do you communicate and ensure that the company's values and vision are embedded in the culture? *(ability to ensure values and vision are integrated)*
 - 14) What attributes do you value most in a leader? *(what do they value in others)*
 - 15) Describe a time where you encountered a set-back on an important project?
 - a) How did you handle the situation?
 - b) If applicable, how did you keep your team motivated?
 - c) How did you resolve the situation?
 - d) What did you learn from the situation? *(how resilient is the leader and how do they lead the team under stress)*