

# Manager Interview Guide

## Part 1. Background

- How long have you been a manager in this company?
- How large is your current team?
- Were you ever a manager in other company before? How long?
- How large were your previously managed teams?

## Part 2. What would you do in the first few weeks with the new hire?

- Do you have an on-boarding checklist / new-hire guide?
- Is there a process that you go through with new hires?

## Part 3. What are your goals for on-boarding new members?

- 30-day, 60-day, 90-day goals?

## Part 4. In your most recent experience, what tasks did you assign to new members?

- Were tasks assigned for on-boarding? How?
- What are the task characteristics that you care about the most?
- What were your expectations for those tasks? How did you make it clear to the new member?
- How did you evaluate new members and their performance on those tasks?

## Part 5. If you have 100 points, how would you assign them to the attributes when you chose tasks?

- Is your choice related to on-boarding? How?
- Would you change the budget based on the new member's background (college hire, industry hire, internal transfers)?

## Part 6. Mentor

- Did you assign a mentor / on-boarding buddy? If so, what were the criteria? If not, why?

## Part 7. Measurement

- When do you know that you can treat them as a regular member?

## Part 8. Practice

- Based on your experience, what worked for getting the new member more oriented and what did not work?
- Based on your experience, what worked for connecting the new member with the team and what did not work?

## Part 9. Overall

- Do you think managers in this company can benefit from more training / resources on assigning tasks for new hires?
- What kind of information would you expect?
- What about on-boarding in general?