

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?