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From Transition to Position – From Position to Promotion

TYPICAL 90 DAY PLAN CANDIDATE INTERVIEWING QUESTIONS
for the Hiring Manager

You may wish to add your own questions and review with your Recruiter prior to interviewing. **Top 5 questions in Yellow highlight.**

- I understand what a _____ (title of position you are interviewing for) does in my present company. However, each organization is set up differently. Just to ensure we are on the same wavelength, could you describe for me what you are looking for in this position?
- **What are the responsibilities of the position that I am interviewing for?**
- What would you expect me to accomplish first in this position and in what time frame?
- **What are the priorities and challenges that you see for this position?**
- Are there any projects in motion that I will inherit and what are their history and status?
- Would you describe for me a typical day on the job?
- **What are the goals of this department and _____ (company name)?**
- When I perform to your expectations, how will I be evaluated?
- What led you to the decision to hire someone in this type of position previously?
- Where does this department fit into the company’s organizational hierarchy?
- **What areas of this department would you like to see strengthened?**
- Where do you see the major growth potential for this company/department during the next two to five years?
- What is the cultural environment of this company?
- What about “your” job are you most concerned about at this time?
- **How could the person you hire for the position be most helpful to you?**
- How could the person you hire for the position be most helpful to your team?