

Interview topics pick list:

58 areas to consider exploring in interviews

When bringing candidates in for interviews, assign topical areas to different interviewers. This ensures the interviewing team covers the right topics and people aren't asking redundant questions.

The topics you cover during the interview process will vary, but we've compiled a robust list of topical areas for you to consider.

Functional expertise

- Technical skills
- Capability
- Depth of knowledge in areas of expertise
- Certifications
- Education

Executive function skills

- Short-term planning
- Long-term planning
- Effective communication
- Work ethic
- Coachability
- Strategic planning
- Goal setting
- Delegating authority and details
- Decision making (quantitative and qualitative)
- Critical thinking

Behaviors and drives

- Attention to detail
- Process orientation
- Tenacity
- Resourcefulness
- Grit
- Resilience
- Drive
- Competitive spirit
- Commitment to excellence
- Risk management
- Taking initiative
- Collaboration
- Decision making

Leadership capabilities

- Preferred management style
- Receiving feedback
- Giving feedback
- Providing coaching
- Managing people effectively
- Inspiring followership
- Managing up, down and across the organization
- Adjusting your management style based on employee feedback
- Managing high-performing teams
- Ability to transform a mediocre team into a high-performing team

Miscellaneous

- Preparation/research
- Comfort with conflict
- Conflict resolution
- Negotiation
- Ability to disagree and commit

Understanding the whole person

- Growth areas
- “Blind spots”
- Defining traits of candidate
- Cultural fit
- Role models and mentors
- Learning style
- Stress management
- Energy/passion
- Character
- Personal communication style
- Career trajectory
- Career goals
- Major accomplishments
- Adaptability
- Work-life balance/integration