

Below is a list of questions one might use during the interview process when meeting with individuals that could potentially be direct reports. Questions should be posed in a way that best suits your individual personality.

Be sure and take notes as you will want to utilize this information during first meetings with your staff once hired (let's think positively!). Also, try and follow a flow but let the conversation guide you. Most importantly, do your best to lead the direction of the conversation to show your leadership skills yet still allowing for good conversation to flow amongst all present.

1. First set of questions – objective to get to know on personal and professional level here
 - Ask each individual to share a little about themselves....responsibilities within department, length of tenure in system and in current role
 - Include a question regarding individual career goals
 - Ask them for something they would like you to know about them
2. Tell me about the daily work / process flow within the department. Where does each see themselves fitting into this flow?
3. Questions regarding department as a whole...
 - what each likes most about department
 - what each sees as potential issues / weaknesses within department
 - what, if anything, they would like to see changed
4. Do they work as a team or more independently?
5. What type of supervisor do they each feel they work best under (what leadership skills are they looking for in the next supervisor)?
6. What does each feel will be the biggest challenge for a supervisor coming in to department? Answers will let you gauge their level of independence (did they all respond the same or did they have differing ideas?).
7. Finally, what is their openness or willingness to change?

Please use these questions as a guide – hopefully, they will help in providing you some fresh ideas of your own.