

## Operations Manager Interview Questions

1. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
2. Share an experience in which consulting with appropriate parties helped you to formulate an effective estimates and/or resolve issues.
3. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
4. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
5. Share an experience you had in dealing with a difficult person and how you handled the situation.
6. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
7. Tell me how you organize, plan, and prioritize your work.
8. Share an experience when you applied new technology or information in your job. How did it help your company?
9. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
10. Would you consider analyzing data or information a strength? How so?
11. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?
12. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
13. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was

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the impact?

14. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

15. Please share an experience in which you presented to a group. What was the situation and how did it go?

16. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

17. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

18. What is the key to a successful budget?

19. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

20. Provide an example when your ethics were tested.

21. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

22. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

23. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

24. Provide a time when you dealt calmly and effectively with a high-stress situation.

25. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

26. What methods do you use to prepare time, cost, materials, and/or labor estimates? Provide an example.

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(Make sure the candidate is familiar with analyzing documentation.)

27. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

28. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

29. Tell me about your last experience preparing estimates for use in selecting vendors and/or subcontractors.

30. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)