

## Interview Questions

*Note: See Page #2 and #3 for fillable forms.*

### **Who:** *(Estimate = 5 min)*

- Can we share first and last name? - *last name is optional.*
- Where do you live?
  - Region, State, City... As much detail as you are willing to share.
- Who are you?
  - Provide some personal information like; I am a mother, father of # kids, # dogs, cats, fish, etc.

### **What:** *(Estimate = 10 min)*

- What is your position/title, and job description?
- How big is the company you work for? ## employees, fortune 500, etc.
  - *Sharing your company name is optional.*

### **Why:** *(Estimate = 5 min)*

- Why do you do what you do?
  - Money?
  - Fame?
  - Power?
  - Helping others?
  - Etc.

### **How do you continue to learn to stay on top of things within your role?** *(Estimate = 5 min)*

- LinkedIn, Udemy, Blogs, YouTube, PM Courses online, Reading, Podcasts, etc.
- I do not have time - my job experience is what keeps me growing.

### **What is the biggest challenge you have in your specific role right now?** *(Estimate = 5 min)*

- Time
- Client
- Change
- Limited Resources
- Limited Experience
- Lack of tools
- Etc.

### **Favorite Tool:** *(Estimate = 5 min)*

- What is your favorite tool to use in your job?
  - Software?
  - Hardware?
  - Notebook?
  - Etc.

### **Did you know?** *(Estimate = 2 min)*

- What is something that you can share that our listeners may not know?
  - It is not about you - It can be about anything.
  - Stumped? - Hint: Google "Did you know "topic".

### **Questions from Calendar Invite web form:**

- If you fill the answers out here and send to me, just put – "See Questionnaire".
- Is there anything that you want specifically to discuss during the interview?
  - i.e. Do you want to promote a personal project or event?
- Is there anything that you do NOT want to discuss in the interview?
- Please share anything that I can do that will help you prepare for our meeting.

## Questionnaire Worksheet

**Who:**

- Can we share first and last name? - *last name is optional.*

- Who are you?

**What:**

- What is your position/title, and job description? / How big is the company you work for?

**Why:**

- Why do you do what you do?

**How do you continue to learn in order to stay on top of things within your role?**

**Challenge:**

- What is the biggest challenge you have in your specific role right now?

**Favorite Tool(s):**

- What is your favorite tool(s) to use in your job?

**Did you know?**

**Questions from Calendar Invite web form:**

*Note: If you fill the answers out here and send to me, just put – “See Questionnaire” on the web form.*

- Is there anything that you want specifically to discuss during the interview?
  - i.e. Do you want to promote a personal project or event?

- Is there anything that you do NOT want to discuss in the interview?

- Please share anything that I can do that will help you prepare for our meeting.

## The Interview

### The Process:

1. You will receive a link to the Interview calendar with open times to do the interview. If what you see just will not work for you, email me and we can work something out.
2. Although the recorded interview will take about 30 minutes, the whole process will take about 40-45 minutes. I allocate an hour to cover any issues and get our introductions out of the way. Approximate timeframes are shown on the questionnaire – this by no means is the minimum or maximum – if the conversation is interesting, longer is fine!
3. Fill out the questionnaire by hand or create a document yourself with your notes and send me a copy. *This is important, as I will have a heads-up to your responses!*
4. Once you choose a date and time for the interview, you will receive a Zoom invite for the day and time. Setup interview here:  
<https://calendly.com/pm-mastery/interview>
5. See below for some interview tips.

### Some Interview tips:

- ✓ Have your question outline and your Zoom invite handy and find a place to setup for the call. Picking a good place to record will be helpful in reducing unwanted background noise.
- ✓ Pick a place to record that has minimal hard surfaces, not always easy, but a room with some soft materials for sound deadening will be helpful. Things like big fluffy furniture, carpeted floors, etc. help. If you are recording on your laptop or pc, an external mic is best, but I realize that may not always be possible.
- ✓ Try to keep small children, spouses, and family pets from making surprise appearances. : )
- ✓ Grab a drink:
  - Having a glass of water, coffee, or whiskey nearby will do wonders for your voice if it starts to get dry. Avoid carbonated drinks though that could cause a burp or hiccup making its way into the recording.
- ✓ Do not worry about mistakes, stammers, or a little silence. I can clear that up during editing. We will have a few minutes allocated up front for resolving any sound or technical issues before we get down to the actual interview, so do not worry about that.
- ✓ If you are having trouble connecting, feel free to call me on my mobile at 813-293-4858. Speaking of phones, be sure your phone, if nearby is on silent to avoid that dreaded call ring during the interview.
- ✓ If you are calling in to Zoom with your phone, try not to have it too close to your mouth - 4-6 inches are good. We will test before we get started to make any last-minute adjustments.
- ✓ Headphones are better than speakers to help avoid microphone feedback.

No pressure! : )

Get comfortable and grab a drink and we can get started!

*That's it! Reach out to me with any questions – email at the bottom of the page.*

Walt