

Program Manager Interview Guide Checklist

Before the Interview

- Review the candidate's resume and LinkedIn profile
- Familiarize yourself with the job description and key requirements
- Prepare specific questions related to the candidate's background
- Review the Program Manager Candidate Scorecard
- Confirm interview panel roles and responsibilities

During the Interview

- Greet the candidate and provide a brief overview of the interview process
- Introduce yourself and the interview panel
- Share a high-level summary of the Program Manager role and the company
- Ask the candidate to walk through their resume and highlight relevant experience
- Clarify any gaps, transitions, or areas of interest

Core Competency Questions

- Program Management Experience
- Cross-Project Dependency Management
- Strategic Alignment & Benefits Realization
- Stakeholder Management & Communication
- Risk & Issue Management
- Conflict Resolution
- Governance & Compliance Awareness
- Budget & Resource Management
- Vendor & Contract Management
- Change & Scope Management
- Program Reporting & Communication
- Problem Solving & Decision Making

Behavioral & Situational Questions

- Describe a challenging program you managed—what were the key risks and how did you handle them?
- Share an example of a time when you had to resolve a conflict between project teams.
- Explain how you keep stakeholders informed and engaged.
- Describe a time when a program did not deliver the expected benefits. What did you learn?

Cultural & Communication Fit

- Evaluate how well the candidate's communication style fits with your team
- Assess the candidate's leadership approach and cultural alignment

Closing the Interview

- Ask if the candidate has any questions
- Provide information about next steps and timeline
- Thank the candidate for their time and interest

After the Interview

- Complete the Program Manager Candidate Scorecard
- Consolidate feedback from all interviewers
- Discuss overall candidate recommendation
- Communicate decision to Talent Acquisition or HR team