



21 Questions You Should Definitely Ask Your Hiring Manager

If you ever need some inspiration when preparing for the intake meeting, we've prepared a list of questions that will help you create your ideal candidate profile.

Feel free to edit it to your liking and use it as a cheat sheet.

General background

1. Why are you hiring for this role?
2. Do you have any profiles from great past hires? Any profiles to avoid?

Compensation, benefits, and pitch

3. What is the salary range for this position? How flexible is it?
4. Are any additional benefits or perks related to this position beyond the standard employee benefits package (such as a sales bonus)?
5. What is the career path for this position?
6. How would you pitch this opportunity to a candidate?

Team

7. What is the current team structure, and to whom will the new hire report?
8. Will the new hire be responsible for managing other employees?
9. How does this role relate to other departments within the organization?

Position

10. What are the primary job duties for the new hire? What's the approximate time breakdown for these responsibilities?
11. What are the top three ways the new hire will contribute to the company in the first 30 to 90 days? What are your expectations of them?

Requirements

12. What qualifications are required for candidates (such as technical skills, project experience, or certifications)?
13. What are some preferred but not required skills for candidates, and why (such as retail experience or knowledge of a programming language)?
14. Is industry experience necessary for this role, and why or why not?
15. What software proficiency is expected of the new hire?
16. What are the dealbreakers for this position, and why?

Location and work mode

17. What is the schedule for this position?
18. What's the remote/office work policy?

Hiring process

19. When is the ideal start date for the new hire?
20. What is the hiring process, and how will candidates be assessed?
21. Will candidates be required to complete a written assignment or a project as part of the process?