Manager or Supervisor Interview   
Due Monday, September 11 at 6 PM in-person (no emails, please)

*No late work will be accepted.*  Thanks in advance.

Find a manager or supervisor in any industry or job/nonprofit setting, and schedule a ***face-to-face*** interview or meeting time. ***Choose any of the 8 questions below***, or create your own. All that’s required is that the person manages others.

Please be sure to probe and get the interviewee to answer each question in detail and elaborately. Do not settle for “yes” or “no” answers. Be sure to choose someone enthusiastic and talkative! You’ll learn more, too.

* Copy and paste each question. Please do not provide answers without the question preceding.
* The manager’s email and title, and a picture of the two of you. Proof of face-to-face is required.
* For each question, provide 2 paragraphs. You may tape record the interview and transcribe later.
* Please print out, double spaced, 1” margins, *stapled* in upper left hand corner.

Choose eight of the following questions, or create your own:   
  
1. How would you characterize or describe your management style?

2. What makes a good superior or manager, according to you?

3. What would you term as some of the most important qualities that makes a good supervisor or manager?

4. What is the motivation behind a supervisor, what is your motivation?

5. Tell us something about your interpersonal skills. Provide examples of how they work for you.

6. Is there anything that you practice to motivate your workers? What techniques and strategies do you use?

7. What would the people whom you have supervised said about you?

8. How would you rate your management skills on a rate of 1 to 10?

9. What is the work environment in which you have faced the most success?

10. What are the three factors that are the most important for a team to work effectively?

11. Was there any time when a reporting employee over performed and exceeded their goals?

12. Discuss the three components of the philosophy that you demonstrate your value addition to the culture of your organization and work environment.

13. If your team-workers and coworkers are interviewed, what would they say are your strengths and weaknesses?

14. All new employees have a tough time getting to know people in the kitchen. What is your strategy to make a new person welcome in the work environment?

15. What is the single most crucial thing that a company should possess to retain their employees?

In addition to the 8 questions, please answer the following:

1. **What did you learn from this interview? (250 words) This is a broad-based question and you can answer however you wish. There is no right or wrong answer.**
2. **How would you describe the effectiveness of your interviewee’s management style?**
3. **Provide examples of how your interviewee a) plans; b) organizes; c) leads; d) controls?**

**Checklist:**

**Grading rubric:**

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| --- | --- |
| **Item** | **Points** |
| **Eight Questions answered thoroughly with two to three paragraphs and a minimum of 250 words for each question** | **80 (10 points for each question)** |
| **Additional Questions A-C** | **10** |
| **Company, name of interviewee, title, email address (I will not contact them), picture of the two of you copied and pasted as part of the document** | **10** |
| **Total** | **100 points** |