**Interview Guide: Project Manager**

|  |  |
| --- | --- |
| **Position:** | Project Manager |
| *Name of Physician Society* |
| **Candidate:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| **Experience** | Tell us what you know about XX Hospital and this role.  |
|  |
| Please provide us an overview of your education and work experience that relates to this position. |
|  |
| How does this position fit in with your career path? |
|  |
| **Building and Maintaining Relationships** | How would you support the development of relationships between physicians who have different cultures, perspectives and priorities? Can you share a related experience?  |
|  |
| Describe a time when you've had to recruit different stakeholders to participate in a project or program. How did you get them on board? How did you gain agreement to move forward? |
|  |
| Describe a time when you've worked with groups who had conflicting interests. How did you bring the groups together to form a consensus and move to an agreement?  |
|  |
| Discuss what you see to be the most effective tactics in introducing something new to a group of physicians?  |
|  |
| **Project Management** | Tell me about your experience in managing projects. What are some of challenges you faced and how did you overcome them? |
|  |
| Tell us about a time when you were tasked with managing a complex, multi-level project or initiative, and the steps you put in place to ensure oversight and execution against deliverables.Probes: Were you satisfied with the outcome? |
|  |
| Describe your experience integrating quality improvement methodologies in your projects. Which methodologies have you used? Did you create or use evaluation tools? |
|  |
| **Analytical & Problem Solving** | Tell us about your overall research skills. What types of projects, documents, or initiatives have you worked on or developed? What was the impact and how did you evaluate it? |
|  |
| Please provide an example of a time when a conflict arose amongst a group you were leading/collaborating with. Probes: How did you identify the conflict? What did you do? What was the outcome? |
|  |
| **Communication Skills** | Describe a situation where you were asked a question you didn't know the answer to. How did you go about finding the right answer? |
|  |
| How would people that have worked with you define your personal characteristics and traits? |
|  |
| **Additional Questions** | This job requires your own equipment, working remotely and at a variety of meeting locations potentially after regular business hours. Are you comfortable with this type of working environment? |
|  |