



Job Matrix Sample Interview Guide

Job Matrix Sample Interview Guide – Manager

1. Enter response notes next to each question. 2. Assign a ranking on a scale of 1 to 5 for each.

Standard Questions	Score 1 Low to 5 High
1) What is your knowledge of safety policies and procedures?	
2) How would you ensure all of your team was treated with respect?	
3) Give an example of a time when you needed to provide feedback to an employee and specifically how did you provide it?	
4) If you were to be in this role, how would you motivate your team?	
5) Share an example of successfully addressing quality and customer expectations?	
6) What is your style of leadership and what specific things reflect it? If applicable, include any understanding of continuous improvement practices.	
7) Share a specific example of how you handled a problem with safety, compliance, production, or quality. What was the result?	
8) Describe your approach to managing production details, such as inventory and machine operations?	
Notes:	
Total Score	
Recommend to Hire? Yes _____ No _____ Unsure _____	
Name of Interviewer:	
Date of Interview:	