

## 15 Project Manager Interview Questions and Answers

**Q: What is your process for setting project goals?**

**A:** The aim of this question is to assess the candidate's process for setting clear, attainable goals. What to look for in an answer:

- Established process for setting goals
- Knowledge of SMART goals
- Willing to set and reach goals

### **Example:**

"When setting new project goals, I always set SMART goals, which stands for specific, measurable, achievable, relevant, and time-bound. All goals should fit these five criteria to be successful. If the goal is too general, it will be hard to attain. If you can't measure it by setting certain criteria for success, you won't know when you've reached your goal. If it is too hard to achieve, it will discourage people. If it's not relevant to our industry or company goals, it's not important. Finally, if there are no deadlines, it can stretch on forever."

**Q: Have you worked on a project that didn't meet the set deadline or budget? What happened?**

**A:** The aim of this question is to assess the candidate's experience and ability to stick to deadlines and budgets. What to look for in an answer:

- Strong conflict resolution skills
- Experience as a project manager
- Ability to adhere to deadlines and budgets

### **Example:**

"The last project I worked on, the client wanted to add a new feature to a structure we had already started building. It would extend our deadline by at least two weeks and our budget by \$5,000. I informed the client of these changes and they were happy to accept them, so we went ahead."

**Q: Do you think building a relationship with your project sponsor is important?**

**A:** The aim of this question is to assess the candidate's interpersonal and communication skills. They should be able to build a strong relationship with their project sponsor, as they are the one that owns the project and provides the resources. What to look for in an answer:

- Understanding of the importance of building a relationship with their project sponsor
- Strong communication and interpersonal skills
- Ability to build strong, professional relationships with colleagues.

### **Example:**

"I do think it's important to build a professional relationship. They are putting a lot into the project, so they deserve to know what's going on. I try to update my sponsor as much as possible by keeping an open line of communication with them. I usually set weekly meetings to discuss any updates and address concerns they may have."

# Project Manager Interview Questions And Answers

**Xiaolong Qi**



## **Project Manager Interview Questions And Answers:**

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