

## Observers' Feedback Checklist

Observer:

Interviewee:

Position being Interviewed for:

Would you recommend this person for the position? Y/N

What	Feedback
<b><u>Overall Impression e.g.</u></b> Fit with Post Potential Capacity to learn Leadership Management Understanding of the post, the role & the challenges	
<b><u>Non Verbal Language:</u></b> Eye Contact Body language	
<b><u>Use of STAR stories</u></b> Examples:	
<b><u>Answering the Questions:</u></b> Clarity Conciseness Completeness	
<b><u>Other:</u></b>	

## Common HoU Interview Questions

1. Tell us about yourself in a few words
2. Why did you apply for this post? What interests you most about the post?
3. How do you see your own role as a Head of Unit?
4. List 3 major achievements in your career
5. What is the ideal Manager for you?
6. What management style do you think you would adopt?
7. In what way do you think you are qualified for this post?
8. If you were to be a HoU, how would you organize the work in the unit?
9. What is your vision of management at the European commission?
10. What do you think could be improved in the way Managers manage at the Commission?
11. If you had to take someone on for this job, what qualities would you look for?
12. In order to be quickly operational, what resources would you need? Could there be obstacles? How would you overcome them then?
13. What are the strengths you feel you could bring as a manager? In what areas do you feel you should still improve?
14. What do you have to offer as a Head of Unit?
15. What kind of people do you not get along with?
16. How do you react when your ideas are rejected by your hierarchy (SM) and by your staff?
17. How do you cope with pressure? Could you give an example of a recent situation where you had to cope with pressure and how?
18. Describe the way you plan your day, week?
19. What do you see yourself doing in five – ten years time?
20. How do you deal with a major reorganisation in the DG where you know your staff will have to be redeployed?
21. How do you deal with a person who is not performing well (underperformance case)?
22. How do you deal with demotivated staff?
23. How do you deal with conflicts within your unit? Conflicts with another unit?
24. How do you react when you realize you have many short deadlines at the same time and you do not have the time to respect them all?
25. Could you tell us of a recent issue you experienced at work and how you coped with it?
26. What will you do if you are *not* recruited?