

Shortlist Interview Q&A Tips

- Be prepared! Brainstorm potential questions and rehearse answers. If you really do not know an answer, be honest, but also be prepared to explain how you will find the answer and followup after the interview. Prepare a few thoughtful questions for the selection panel, in case they give you an opportunity to ask them questions.
- Q & A should always be “facilitated” by the project manager. Use this as an opportunity to prove your management skills by fielding and delegating questions appropriate to your role as well as others on the team.
- Try to make sure that everyone on your interview team, particularly those that do not have speaking roles in the presentation, are given the opportunity to interact with the selection panel during Q & A. Interact with each other to demonstrate your ability to solve problems collaboratively.
- Always listen carefully to the question. Break it down if it requires multiple answers, rephrase it to make sure you understand it, and ask for clarification, if necessary. All members of the interview team should be listening to the questions to make sure that the project manager understands and responds to them comprehensively.
- For any question, it is best if three or fewer people speak (“hitch-hike”), including the project manager. You want your team to appear coordinated and efficient.
- Use specific examples to prove your point and demonstrate your success in solving similar challenges.
- Try to reserve a few moments at the end of Q & A to summarize some of the important messages you want them to take away from your presentation, and incorporate any new information (challenges, concerns, hot buttons) that you learned during Q & A in your closing summary.