**🎯 Project Director Interview Guide Checklist**

**✅ Before the Interview**

* Review the candidate’s resume and LinkedIn profile
* Understand the job description, scope, and key requirements of the Project Director role
* Identify key competencies and leadership qualities needed
* Prepare specific questions related to large-scale project leadership and stakeholder management
* Review the Project Director Candidate Scorecard
* Confirm interview panel roles and responsibilities

**🎙️ During the Interview**

**Introduction**

* Welcome the candidate and explain the interview process
* Introduce yourself and the interview panel
* Provide a brief overview of the Project Director role and the organization

**Candidate Background**

* Ask the candidate to provide an overview of their career and leadership experience
* Clarify any career transitions, gaps, or leadership roles

**Core Project Leadership Competency Questions**

* Large-Scale Project & Program Leadership Experience
* Cross-Functional Team Leadership & Collaboration
* Strategic Thinking & Business Alignment
* Stakeholder Management & Communication
* Risk, Issue & Escalation Management
* Conflict Resolution & Decision-Making
* Governance, Compliance & Regulatory Awareness
* Budget & Resource Management
* Vendor & Contract Management Experience
* Change, Scope & Priority Management
* Project Reporting, Metrics & Dashboards
* Organizational Influence & Leadership Presence

**Behavioral & Situational Questions**

* Describe a time when you led a complex, multi-department project.
* Share an example of when you had to manage conflicting stakeholder priorities.
* Tell me about a project that failed or faced major challenges. What did you learn?
* Explain how you maintain team morale during challenging projects.

**Cultural & Communication Fit**

* Evaluate how well the candidate’s leadership style fits your team and organization
* Assess the candidate’s communication skills and executive presence

**🔥 Closing the Interview**

* Ask if the candidate has any questions
* Share details on the next steps and interview process timeline
* Thank the candidate for their interest and time

**📝 After the Interview**

* Complete the Project Director Candidate Scorecard
* Collect and consolidate feedback from all interviewers
* Discuss overall candidate fit and recommendation
* Communicate decision and next steps to the Talent Acquisition team

**If you'd like, I can also format this checklist into a professional-looking PDF (like the one I created for Program Manager) so you can easily reuse it.**
Shall I prepare that next?