

LEADERSHIP POTENTIAL INTERVIEW GUIDE

IDENTIFY FUTURE LEADERS BEFORE YOU PROMOTE THEM

Use these questions during interviews, talent reviews, or development discussions to evaluate an employee's leadership potential. Look for examples, self-awareness, initiative, and a willingness to help others succeed.

QUESTIONS

1. Tell me about a time you took ownership of a problem that wasn't technically your responsibility.
2. When a coworker is struggling, what do you typically do? Can you give an example?
3. Describe a process or practice you've improved. What prompted the change?
4. Tell me about a time you had to influence someone without having authority over them.
5. What feedback have you received that was difficult to hear? What did you do with it?
6. When priorities change unexpectedly, how do you respond?
7. Describe a situation where you helped a team achieve a goal rather than focusing on your own success.
8. What challenges or opportunities do you see for our team, and what would you do about them?
9. If you became a leader tomorrow, what would be your biggest challenge?
10. What interests you about leadership, and why do you want to grow in that direction?

WHAT TO LISTEN FOR

Initiative, accountability, and willingness to step up.

Coaching mindset, empathy, team orientation.

Continuous improvement thinking, problem-solving.

Communication, persuasion, relationship-building.

Coachability, self-awareness, growth mindset.

Adaptability, resilience, decision-making.

Collaboration, servant leadership, team focus.

Strategic thinking, engagement, initiative.

Self-awareness, leadership readiness, humility.

Motivation, leadership aspirations, long-term potential.

LEADERSHIP POTENTIAL SCORING

Rate each area from 1 (Low) to 5 (High)

Competency

Initiative & Ownership
Communication & Influence
Problem Solving & Improvement
Coachability & Learning Agility
Teamwork & Collaboration
Leadership Motivation

Score (1-5)

OVERALL ASSESSMENT

- ☐ Strong Leadership Potential
- ☐ Emerging Leadership Potential
- ☐ Development Needed Before Leadership Role

Recommended Next Step: _____

Tip: Leadership potential is often demonstrated through initiative, influence, learning agility, and a desire to help others succeed, not just individual performance.



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