



T H E E A I N T E R V I E W Q U E S T I O N B A N K

32 Questions to Find Your
Values-Aligned EA

**The right questions
reveal the right person.**

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How to Use This Question Bank

Don't ask all 32. Pick 8-10 per interview. Listen for VALUES alignment, not just right answers.

SCORING: Rate each answer 1-5

1 = Major concern, 3 = Adequate, 5 = Exceptional alignment

VALUES ALIGNMENT QUESTIONS (1-8)

1. How do you feel about working with someone who has firm boundaries around family time?
2. If a client asked for a call during my protected hours, how would you handle it?
3. What does work-life integration look like for you?
4. Tell me about a time you protected someone else's time or boundaries.
5. How do you handle it when someone asks you to do something that conflicts with your values?
6. What boundaries do you have in your own life?
7. If I told you I close my laptop at 4 PM every day, no exceptions — how does that land for you?
8. What does 'presence' mean to you outside of work?

PROBLEM-SOLVING QUESTIONS (9-16)

9. Tell me about a time you figured something out without being told what to do.
10. Describe a situation where you had to make a decision without your manager.
11. How do you handle a task you've never done before?
12. Tell me about a time something went wrong and how you handled it.
13. What do you do when you're stuck?
14. Give me an example of a process you improved.
15. How do you prioritize when everything feels urgent?
16. Tell me about a time you anticipated a problem before it happened.

COMMUNICATION QUESTIONS (17-24)

17. How do you handle receiving critical feedback?
18. Tell me about a miscommunication at work and how you resolved it.
19. How do you prefer to communicate — and how do you adapt?
20. Tell me about a time you had to deliver bad news.

- 21. How do you handle conflicting instructions from different stakeholders?
- 22. Describe your approach to written communication.
- 23. How do you know when to escalate something?
- 24. Tell me about a time you said no to a request.

WORK STYLE QUESTIONS (25-32)

- 25. How do you prioritize competing deadlines?
- 26. What does your ideal work day look like?
- 27. How do you handle ambiguity?
- 28. Tell me about your organizational system.
- 29. How do you handle monotonous tasks?
- 30. What type of manager brings out your best work?
- 31. How do you handle working with multiple personalities?
- 32. Where do you see yourself in 2 years?

SCORING GUIDE

INTERVIEW SCORING

Candidate name:

Top 3 strengths:

Any concerns:

Values alignment score (1-10): _____

Overall recommendation: HIRE / MAYBE / PASS

PREPARE FOR YOUR INTERVIEW

Questions I'll ask in Interview 1:

What I'm specifically listening for:

Your Next Steps

TAKE THE DIAGNOSTIC

5 minutes to discover your primary zone and get personalized insights. Free.

[TAKE THE FREE DIAGNOSTIC →](#)

BOOK A STRATEGY SESSION

90 minutes to get crystal clear on your zone, your roadmap, and your next 90 days.

[BOOK YOUR SESSION →](#)



Hi, I'm Lauren!

Three years ago, my daughter asked her dad 'why is mom always working?' — and I was standing right there. That moment changed everything. Today I close my laptop at 4 PM every day, never miss Friday pickleball with my daughter, and help other CEO parents do the same. You can have profit AND presence. I'm proof.

profitandpresence.com

[@scalewithlauren](https://www.instagram.com/scalewithlauren)

[YouTube: @ProfitandPresenceCo](https://www.youtube.com/@ProfitandPresenceCo)

You can't skip zones. But you CAN move through them faster with the right support.