



Interview Guide | Data Technical Program Manager

Welcome

Thank you for your continued interest in the Chan Zuckerberg Initiative. This document provides an overview of your next day of interviews. We appreciate the time you've invested in our interview process and are excited to have you meet the team!

Please review our [Candidate Journey](#) to learn more about CZI, our culture, and [how to prepare for a Zoom interview](#). If you require additional accommodations, have questions, or need support on the day of your interviews, please contact your Recruiter or a member of the Hiring Experience team. Someone from the team will ensure you are taken care of and that your experience is smooth.



1:1 Interviews

You will meet with 4-5 of our interviewers - some potential teammates and some cross-functional team members, for approximately 45- 60 minutes each. You will mostly meet with one interviewer at a time but there may on occasion be an additional team member observing the interview, we use interviews to help calibrate our interviewing team. At some point during your visit, your Recruiter will meet with you to touch base.



AMA

There will also be a 30 minute "ask me anything" interview, where a member from the team will meet with you to answer any questions you might have, and have the opportunity to learn about us and our work.



Lunch & Breaks

Breaks will be scheduled after 2-3 interviews and if you're interviewing with us during the hours of 11:30am through 1:30pm we will schedule a lunch break. This will be your opportunity to take a mental break, stretch, use the bathroom, grab a snack, etc. Of course, if you need anything at any point during your interview, please let your interviewer know. Your comfort is important to us throughout your interview experience.



You are likely to encounter the following interview types:

1. Project Execution
2. Domain-Specific
3. Technical Aptitude
4. Leadership & Cross-Functional Partnerships
5. "Ask Me Anything" (you interview us)

Project Execution

During this interview, you will be evaluated on your project management and execution skills. You can share your experiences and give clear, structured examples of how to bring order from chaos across multiple projects and programs.

Domain-Specific

This interview will be about your project management in data! Since this role is across Data Science, Analytics & Data Engineering programs, you will be evaluated for understanding context & building connections between multiple data projects.

Technical Aptitude

This interview will be focused around your data intuition and how you will communicate that to cross-functional partners. You will be evaluated based on your understanding of simple SQL based on basic schema, data intuition from business goals to type of data & data representation to stakeholders & leadership.

Leadership & Cross-Functional Partnerships

Our Leadership & Cross-Functional Partnerships interview gives candidates an opportunity to highlight their experiences and perspectives through behavioral style interviewing. We believe that teams composed of people with diverse experiences will allow us to create better solutions and relationships with the communities in which we serve and help us advance our goals under each of the initiatives. This interview will be with our awesome cross-functional (non-Data) partners, typically from product PM, Engineering, Infrastructure, User research, or Design! They want to gather signals on how great it will be to work with you, as well as if they can rely on you with respect to data knowledge, so the organization can make data-driven decisions!



General Tips for Interviewing

Think out loud

It's not just about the end solution. What we care about is how you are thinking about a problem and the approach you are taking to get to a destination. Ask for the CZI context and the big picture. Bounce ideas off of your interviewer. Break down the problem out loud. Share what parts of the problem you're struggling with. By communicating your thought process, you are also giving the interviewer the opportunity to correct any misunderstandings and provide high-level guidance.

Understand the problem

If you don't fully understand the question, ask! Take the time to fully understand what is being asked before jumping in.

*Take a moment to consider **alternative approaches*** - It can be helpful to consider multiple approaches and then choose one. You could choose based on time/space complexity, ease of implementation, extendability or something else! That said, sharing how you're thinking about these trade-offs with the interviewer is really helpful.

Do your research and bring your questions

Do your research on us and think about what motivated you to engage with CZI. This is your opportunity to interview us as well. We value curiosity and want to answer your questions.

Be yourself

Tell us what you're passionate about and what drives you. We want to learn about you and the perspective you bring to CZI. The best tools are built by diverse teams, so we want you to bring your authentic self to the interview.

Stay focused and positive

Don't worry if your solution is not perfect on the first try. Don't let that throw you off your game during the interview. We hit roadblocks every day - it's about how you navigate them that makes the work fun.

*Don't forget about **edge cases*** - Once you have a solution, make sure it can handle most, if not all, edge cases!

We Are Not Looking For.....

Ability to respond to stress

We recognize that interviewing can make someone nervous and not able to perform to their full ability. We are not trying to trick you, intimidate you, or otherwise place even more stress on you just to see how you respond.

The perfect solution

Our questions are designed to be complex. We don't expect you to come up with a brilliant, optimal solution in 45 minutes. Rather, we look for how you develop and communicate your approach, how you turn your approach into code and how you iterate and improve the code you've already written. At the same time, ***don't rush into the first brute force solution that comes to mind; we do like to see that you can develop multiple approaches and compare them to choose the best one.***