Interview Guide │ Engineering 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 each of our interviewers — some potential teammates and some cross-functional team members — for 45 or 60 minutes, depending on the interview type. You will mostly meet with one interviewer at a time but there may, on occasion, be an additional team member observing or joining the interview. At the end of your visit, your Recruiter will meet with you to touch base.

AMA (Ask Me Anything)

While there is time at the end of each interview to ask questions, we want to ensure you have a dedicated space to deep dive into what working at CZI will look like. We know you are learning about us in this process too so this is your opportunity to get all your questions answered. Before virtual interviews, this was held over lunch or coffee, it is meant to be informational.

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.

Questions

During these meetings, our interviewers are getting a glimpse of your skills and work style. The questions they ask are not meant to quiz or stump you. We are more interested in how you think and how you'd overcome roadblocks so we want to encourage you to think out loud and share your thought process along the way. If something seems unclear, feel free to ask clarifying questions.

You are likely to encounter the following interview types:

1. People Management

2. System Design (Two Interviews)

3. Career and Competencies

4. Cross Functional Collaboration and Project Execution

People Management

We want to understand your past experience leading and developing teams. Be prepared to answer questions about your management practices and leadership style through behavioral interview questions. Our aim is to understand not just scope and scale but your approach to management and the best answers will provide examples that demonstrate your experience and style.

Systems Design (Two Interviews)

We have a handful of questions designed to explore how you think through designing systems. While you won't be coding, you will be expected to discuss how and why you might implement a certain design. These questions don't have a correct answer or a definitive endpoint. Rather, they give you the chance to demonstrate how you handle complexity and make decisions factoring in a variety of requirements and stakeholders. There are two interviews in systems design:

Systems Design - **Past Work** is a retrospective of a project of your choice that you've completed successfully, or maybe one that was not successful and what you learned. Your choice. You'll walk the team member through your design, design decisions, reasons for the decisions you made, the problems you faced, the solution you settled on, why, etc.

Systems Design - **Hypothetical** is an interview where you'll be given a hypothetical problem, maybe one that we're facing today and be asked how you would solve it or, maybe a design problem we're facing with a feature or web application we're contemplating, and ask how you would design the system.

Career and Competencies

Our Career and Competencies 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.

Cross Functional Collaboration and Project Execution

Our managers work across teams and even initiatives at CZI, helping each other in our shared goals. The purpose of this interview is to evaluate a candidate's experience as a cross-functional leader. This interview, similar to Career and Competencies and People Management will be structured more as a conversation, asking you to share examples of your work and speak to successes and challenges you faced over your career.

Final Reminder

Thanks again for coming in, virtually, to speak with us! We are excited to learn more about you and the potential fit with CZI. Our final reminder is to be yourself and ask us questions. We are proud of the culture of our organization and that is because it is made up of talented and passionate individuals. We want to make sure you would be happy here too, so please ask questions and let us know if there is anything we can do to accommodate you in our interview process.