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Procurement  
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# Interview Questions for Procurement Professionals



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The purpose of an interview is to allow you, the interviewer, to assess the qualifications, skills, competency, and suitability of the interviewee for a job. It allows you to gather information about the candidates' experiences, abilities, and personality, while giving them an opportunity to demonstrate their suitability for the position. Ultimately, the interview helps you make an informed decision about whether the candidate is a good fit for your organisation.



The interview is also an opportunity for the candidate to learn about your business and position and decide if they're interested in starting a career with you. The following questions should help you make the most of the interview process.

# Procurement Experience ...

How many significant projects have you worked on simultaneously in the past six months and talk me through the projects you are currently working on?

What was the level of your individual contribution to each project?

What savings were derived from your projects last year?

What key procurement levers did you use to generate the savings?

What strategic experience do you have e.g., working across multiple countries, multiple stakeholders?

How would you approach building up knowledge of new categories and areas where you do not have the expertise currently?

Tell me about a time when you had to negotiate with a difficult supplier? How did you handle the situation and what was the outcome?

# Contracts/ SRM Experience ...

What is the extent of your knowledge about contract redlining and redrafting of contracts?

Have you worked with contract templates, and can you make a decision on the amendments required to a clause?

What are the 5 most important contract clauses (not commercial items) that you need to review and ensure that you are happy with the content?

How do you manage the signature process of a contract that has been awarded to a supplier?

Can you describe your experience with vendor/ supplier management processes?

# Organisational Structure ...

What was the organisational structure of the most significant organisation you have worked for?

What experience do you have in dealing with dispersed colleagues and stakeholders, etc?

How do you ensure that all procurement activities align with your organisation's goals and budget constraints?



# Career Background ...

Describe your work ethic and how you plan your day?

How do you align on projects or significant activity?

What is your communication style?

What support functions did you have in your role supporting you as a procurement professional e.g., analysts, legal, risk and control, compliance? Is there a particular area of these that you do not like?

How do you stay informed about market trends and changes in the procurement/ supply chain industry?

# Compliance ...

Have you been part of a procurement audit before?

To what extent do you handle compliance tasks e.g., approved supplier lists, expired contracts, due diligence checks etc?

Have you had a separate function who supports compliance activities or is this done by the category managers?

What procurement software or tools have you worked with? Which ones are you familiar with, and how have they effected your efficiency?

How do you ensure compliance with procurement policies and regulations?

Can you share your approach to risk management in procurement?

# People Management ...

Have you managed people before – how many? Directly or indirectly?

What is your management style?

How do you motivate teams to deliver over and above their goals?

How do you deal with poor performance in the team?

If you were a manager, what key qualities would you want in the individuals in your team?



Remember, interviews are not only about showcasing the candidates' qualifications but also about demonstrating their professionalism, personality, and cultural fit for your organisation. By asking some of these questions, you can increase your chances of hiring the right person for your vacancy.

And also remember, preparation is key to a successful interview. Take the time to practice, and also reflect on your own experiences to present yourself and your organisation in the best possible light. After all, this is a 2-way process!!





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