

Working Title – Position #0XXXX1

Interviewee Name: _____ Date ____/____/____

Rating Scale: 1 = Poor; 2 = Below Average; 3 = Average; 4 = Above Average; 5 = Outstanding

INTERVIEW QUESTIONS

1. Tell us about your previous experiences, training and education that have prepared you for this role. What are some key qualifications which you possess?

Applicant's Response:	
Interviewer's Comments:	
	Rating: _____

2. Why were you interested in this position?

Applicant's Response:	
Interviewer's Comments:	
	Rating: _____

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3. Where do you see yourself professionally in 5 years?

Applicant's Response:	
Interviewer's Comments:	Rating: _____

4. This is a position where you will need to be able to stop one project to work on something that is more pressing. Can you describe a situation where you have been able to prioritize your work projects? How well do you function under pressure and deadlines?

Applicant's Response:	
Interviewer's Comments:	Rating: _____

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5. What type of supervisor do you work best with? What makes someone a good supervisor?

Applicant's Response:	
Interviewer's Comments:	Rating: _____

6. Describe what you consider a positive work environment. How would you help to foster that?

Applicant's Response:	
Interviewer's Comments:	Rating: _____

7. How would you handle a situation where you disagree with something that your supervisor says or does?

Applicant's Response:	
Interviewer's Comments:	Rating: _____

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8. Briefly give us an example of a job-related conflict where you were involved in working with other staff to resolve the issue or conflict. How did you approach the situation and what was the outcome?

Applicant's Response:	
Interviewer's Comments:	Rating: _____

9. What do you enjoy most about your current position? What do you enjoy the least?

Applicant's Response:	
Interviewer's Comments:	Rating: _____

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10. What kinds of tasks or assignments do you enjoy the most and why?

Applicant's Response:	
Interviewer's Comments:	Rating: _____

11. How would you respond to a student who calls, demanding to see the Dean immediately because they are upset over a grade they received in a class?

Applicant's Response:	
Interviewer's Comments:	Rating: _____

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12. What kinds of decisions are most difficult for you?

Applicant's Response:	
Interviewer's Comments:	Rating: _____

13. How would you proceed when you need to make a decision and no policy exists?

Applicant's Response:	
Interviewer's Comments:	Rating: _____

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14. How would you rate your ability and willingness to learn new skills and technologies?

Applicant's Response:	
Interviewer's Comments:	Rating: _____

15. Describe yourself professionally in one word. (after interviewee gives an answer then ask to Explain.)

Applicant's Response:	
Interviewer's Comments:	Rating: _____

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16. Describe a time when you demonstrated flexibility in your previous employment.

Applicant's Response:	
Interviewer's Comments:	Rating: _____

17. Is there anything else you'd like to tell us about your professional abilities or experiences and what questions do you have for us?

Applicant's Response:	
Interviewer's Comments:	Rating: _____