

Working Title – Position #0XXXX1

Interviewee Name: _____ Date ____/____/____

Rating Scale: 1 = Poor; 2 = Below Average; 3 = Average; 4 = Above Average; 5 = Outstanding
1 = Did not answer question asked
2 = Minimal answer. Did not provide examples or connections to relevant experience and skills.
3 = Satisfactory answer. Provided few examples or connections to relevant experience and skills.
4 = Good answer. Provided some examples or connections to relevant experience and skills.
5 = Great answer. Provided detailed examples and made strong connections to relevant experience and skills.

INTERVIEW QUESTIONS

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

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

2. Why were you interested in this position?

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

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

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| 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?

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

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

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

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| Interviewer's Comments: | Rating: _____ |

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

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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?

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

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

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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?

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

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

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

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

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

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17. Appalachian State University actively promotes diversity among students and employees. We are committed to providing a safe and inclusive campus community and to developing and allocating resources to the fundamental task of creating a diverse campus culture. Explain what diversity and inclusion means to you? What importance does diversity have as a part of your life?

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

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

TOTAL RATING: _____