

## **SAMPLE INTERVIEW QUESTIONS**

Typically, a wide variety of questions can be used to gain information about a candidate's ability to perform a job. The search committee members should use these questions as a guide to develop measurable questions that target specific job skill requirements.

Tell me about your background.

Why are you the best candidate for this position?

Describe your previous work experiences and highlight any experience you might have that would benefit TWU and/or this department.

What is your greatest strength/weakness or deficiency?

Of all the work you have done, where do you feel you've been most successful? Why?

What is your most significant professional accomplishment?

Do you prefer to work by yourself or with others?

How would your coworkers describe you?

What are your 5- year goals?

Tell me what "success" means to you.

Describe a time when you were faced with problems or stresses at work that tested your coping skills. What did you do?

Give an example of a time when you could not participate in a discussion or could not finish a task because you did not have enough information. What did you do?

Tell me about a time when you had to use your verbal communication skills in order to get a point across that was important to you.

Can you tell me about a job experience in which you had to speak up and tell other people what you thought or felt?

Give me an example of when you felt you were able to build motivation in your co-workers or subordinates.

Describe a situation in which you felt it necessary to be very attentive and vigilant to your environment.

Give an example of a time when you used your fact-finding skills to gain information needed to solve a problem, and then tell me how you analyzed the information and came to a decision.

Give me an example of a time when you had to go above and beyond the call of duty in order to get a job done.

Give me an example of an important goal you had to set and tell me about your progress in reaching that goal.

Describe the most significant document, report, or presentation that you have completed.

How would you grade your ability to communicate with upper level management, customers and peers?

What kinds of decisions are most difficult for you?

How do you manage interruptions at work when you are trying to focus on a task?

How do you organize yourself for day-to-day activities?

What qualities do you prefer in a boss?

Describe a situation in which you were able to "read" another person effectively and guide your action by your understanding of his/her individual needs or values.

In this position, how do you think you might be able to support the university's philosophy toward diversity?

What did you do in your last job in order to be effective with your organization and planning? Be specific.

Describe the most creative work-related project you have completed.

When we contact your previous employer, what do you think he/she will tell us about you and your work?

What did you do in your last job to contribute toward a teamwork environment? Be specific.

Give me an example of a problem you faced on the job and tell me how you solved it.

Describe a situation in which you were able to positively influence the actions of others in a desired direction.

Tell me about a situation in the past year in which you had to deal with a very upset customer or co-worker.

Describe a situation in which others within your organization depended on you.

Describe your most recent group effort.

Define teamwork.

Describe the worst customer or co-worker you have ever had and tell me how you dealt with him or her.

Starting with your last job, tell me about some of your achievements that were recognized by your supervisors.

Describe your most rewarding work experience.

If you are selected for this position, what areas could you contribute immediately, and in what areas will you require more training?

The hours for this position are \_\_\_\_\_. Attendance is very important to this position, as it puts hardship on the other staff members when someone is out. Is there any reason you cannot work this schedule.