



OFFICE OF HUMAN RESOURCES
SAMPLE WEB CONFERENCE OR ON-CAMPUS INTERVIEW QUESTIONS

General:

1. We have your resume here in front of us. Please tell us briefly about your career background and why you're interested in this position?
2. Tell us a little more about your professional experiences, particularly those not mentioned on your resume.
3. What do you know about Utica College and why do you want to work here?
4. How is our institution similar to, or different from, other organizations or institutions where you have worked?
5. What strengths would you bring to this position? What areas would concern you?
6. If I checked references with your last supervisor, what could I expect him/her to tell me about you as a worker?
7. How would your supervisor describe your response to stressful situations like juggling multiple priorities or deadlines?
8. Tell me about a time when you were faced with conflicting priorities. How did you determine the top priority?
9. What motivates you? Are you a self motivator?
10. How would define customer satisfaction?
11. How do you evaluate success?
12. What professional accomplishment are you most proud of? What frustrates you the most in your current job?
13. What are your goals for the next five years or ten years? How do you plan to achieve those goals?
14. How does this position fit into your overall career goals?
15. What software programs are you most experienced in using?
16. What are your favorite organizational tool(s) and why?
17. What are the most challenging parts of your current job?
18. What expertise do you have that coworkers come to you for assistance in?
19. What have you done at work to make your job easier?
20. What tools or methods do you use to keep your supervisor informed of what you are doing?
21. If the decision to hire came down to you and another equally qualified person, why should we hire you?
22. Tell us about yourself?

23. When you leave here today, what are the most important things you want us to remember about you?
24. What were you prepared to tell us that we didn't ask?
25. Do you have any questions for us?
26. Give an example of an occasion when you used logic to solve a problem.
27. Give an example of a goal you reached and tell me how you achieved it.
28. Describe a decision you made that was unpopular and how you handled implementing it.
29. Have you gone above and beyond the call of duty? If so, how?
30. What do you do when your schedule is interrupted? Give an example of how you handle it.
31. Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?
32. Have you handled a difficult situation with a co-worker? How?
33. Tell us about the last time you had to handle a highly emotional employee or customer?
34. Describe an instance where you had to think on your feet to extricate yourself from a difficult situation.
35. If you were planning a meeting, how would you arrange the chairs?
36. Give me an example of a work situation in which you were not proud of your performance?
37. Define "cooperation."
38. Tell me about a risk you took and what you learned about yourself?
39. Your supervisor comes to you and expresses that he or she feels you need to provide more output. You're already over-taxed. How do you respond?
40. In what type of environment are you most productive?

Student/Institution Focus:

1. Can you tell us about any of the nationwide trends in student affairs, higher education, or event planning?
2. Have you ever been at an event where a student, guest, or a fellow staff person suffered an injury? What happened and how did you handle the situation?
3. What have you learned about our institution while investigating this employment opportunity?
4. What should a _____ know about students (name of position)?
5. What suggestions do you have for improving the overall student experience within *Student Affairs (or department)* at our institution?
6. What strategies do you have for maintaining contact with students?
7. Talk about your facilitation style.
8. Give an example of a training program you have done. What would you change?
9. Talk about a time it was difficult for you to remain open-minded.
10. What have you learned from your participation in extra-curricular activities?
11. What do you think is the biggest challenge facing college students today?
12. How would you describe this institution to someone who is visiting for the first time?
13. How do you plan to stay current in the student activities field?
14. What do you think are the key components of building community on campus?
15. What challenges have you faced when advising students? How did you handle them?
16. Who has served as your role model throughout your graduate experience?
17. What changes do you see occurring in this field during the next few years?

18. Is this field expanding? Taking any new directions?
19. How is the economy affecting the field?
20. At this point in the process, how are you feeling about our institution?
21. How do you plan on integrating student development theories into your job duties and performance?

Mission Related:

Ask the candidate if he or she has read or seen our Mission statement. If not, take a moment and let the candidate read the Mission Statement, which can be found at the following link:

<http://www.utica.edu/instdvance/marketingcomm/about/mission.cfm>

1. How would your work contribute to our student-centered focus?
2. How might your work support our mission and identity? What is it about our Mission statement that appeals to you? Anything in particular?
3. What does our Mission statement say to you?
4. How would you contribute to our Mission or do you see yourself contributing to our Mission?
5. Have current or previous employers emphasized their organization's mission? If so, in what ways and how did your position and/or performance support the mission?

Faculty Interview Questions:

1. Describe your philosophy about teaching and learning?
2. What specific applications of technology have you used in the classroom?
3. How do you engage students to learn and explore even in an introductory or survey course for non-majors?
4. What are the most important elements of a good instructor?
5. Why do you feel your teaching style will work to best serve our student population?
6. What pedagogical trends or changes do you see on the horizon in your discipline?
7. What elements do you incorporate into your teaching that address different learning styles or diverse ways of thinking?
8. Give us examples of your ability to work effectively with a variety of students?
9. What do you particularly enjoy about teaching?
10. What motivates you, and how would you motivate students?
11. What do you think are the most important characteristics and abilities a person must have to become a successful faculty member?
12. How has your experience and training prepared you to teach the courses required?
13. How do you feel about mentoring, advising and sponsoring student activities?
14. Reflect on the teacher-scholar model. How do scholarship and teaching relate to each other?
15. Tell us about your research agenda. Can your research involve students, either undergraduate or graduate?
16. What kind of instrumentation or software would facilitate your research?
17. Have you engaged in collaborative research with colleagues?
18. Have you participated in any service activities, either in the university environment or in your professional body? What was your experience like? Did you serve in a leadership capacity?

Online Learning:

1. Do you have experience with online learning?
2. What do you think are key attributes in working with online students?
3. How do you make individualized connections to your students via online learning?
4. What online learning management systems (LMSs) do you have experience with?

Department Specific:

Think about the long-term objectives of the department. Include questions aimed at discovering the promise and potential the candidates can bring to the long-term objectives of the department.

Diversity Focus:

1. How would you define a diverse academic community?
2. Explain how your own experiences in education have helped shaped your beliefs about educational equity?
3. What do you see as the most challenging aspects of an increasingly diverse academic community?
4. What have you done, formally or informally, to meet such challenges?
5. How would you incorporate diversity into your course offerings?
6. How have you worked with students and others to foster the creation of climates receptive to diversity in the classroom, curriculum, in the department?
7. How have you mentored, supported or encouraged students on your campus? What about minority, women, or international students?
8. In what ways have you integrated multicultural issues as part of your professional development?
9. Could you please describe any ways in which you have demonstrated a commitment and/or experience of promoting and fostering a working (or learning) environment that is supportive of individuals from diverse backgrounds, either in a professional capacity or a volunteer setting?
10. What is your vision of diversity on a campus such as this one?
11. As a higher education professional, have you done any work in the area of diversity in the community?
12. Please describe your experience working and/or interacting with diverse groups of people.
13. How have you handled a situation when a colleague was not accepting of others' diversity?
14. How did you make an impact on the value of diversity at your previous or current employer?
15. How have you professionally furthered your knowledge about diversity?
16. What steps have you taken at your last employer to create an inclusive environment?
17. What diversity challenges did you face at your last employer? How did you address these challenges and describe the challenges you faced?
18. What skills do you see as necessary when choosing curriculum and learning activities for a diverse group of students? Please give one or two examples of attempts you made in the past to modify curricula or learning activities to meet the needs of a diverse student group which did not work as planned.

19. Please give one or two examples when you were asked to work with a group of students who were different in ways with which you had little experience. What resources or other experiences did you use to gain the skills needed to work effectively with this group? How would you evaluate your success? What might you do differently now?

Leadership focus (Administrators, Executives or Supervisors):

1. How would your subordinates describe your leadership style?
2. What do you find most difficult when managing others?
3. What characteristics help you to be effective as a leader?
4. What would it be like working for you?
5. How do you reward the people who work for you?
6. What do you do with your staff to develop teamwork?
7. What is the most important job of a leader?
8. What has been your most significant leadership responsibility?
9. Describe your communication style?
10. Tell us about a new project you initiated?
11. How do you and your staff celebrate success?
12. Tell us about any unconventional methods you have used to solve problems?
13. What criteria, factors or methods do you use to make decisions?
14. What kinds of decisions are the most difficult for you to make and why?
15. What is the biggest error in judgment you have made in a previous job? Why did you make it? How did you correct the problem?
16. To whom did you turn for help the last time you had a major problem, and why did you choose that person?
17. Tell us about a time you had to make an unpopular decision?
18. What is the largest budget you have ever managed?
19. How do you “sell” or persuade others to accept and support necessary change?
20. Describe a time when you came across questionable business practices. How did you handle the situation?
21. A new policy is to be implemented organization-wide. You do not agree with this new policy. How do you discuss this with your staff?
22. How do you communicate priority projects to your staff when you are concerned that they already feel overloaded?