Position Title – Department

**Phone/Skype/On Campus Interview Questions**

Applicant: Rater:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:** Please delete any unwanted/unnecessary questions in each section. The headings are collapsible. To hide the questions in each section, click on the triangle to the left of the heading. Once you have chosen the interview questions please send back to the Talent Acquisition Team.

# Work Experience and Relevant Education

*Questions in this category dive into the relevant mixture of professional work experience, education, trainings, and certifications the candidate has to excel in the specific position*

* What do you consider to be your most important accomplishments in the last three positions you have held?
* In previous positions, how much of your work was accomplished alone and how much was as part of a team effort?
* Give an example of a time when you raised a question about a policy or procedure when it might have been better or easier to go along with it.
* Give an example of a potentially volatile situation or individual that you successfully calmed down and how you went about it.
* Describe the most difficult person you ever worked with and how you handled them.
* What kinds of work pressures do you find the most difficult to deal with?
* Tell me about a specific work environment or culture in which you have experienced the most success.
* How has your education and training prepared you for this position?

# Role Specific

*Questions in this category look into the person-job fit and if they can perform the duties as outlined in the position description.*

* In what way does this position meet your career goals and objectives?
* If you were hired for this job, in what areas could you contribute immediately, and in what areas would you need additional training?
* Can you perform all the essential functions of this job with or without reasonable accommodation?
* Are you able to travel as required by this position?

# Attendance and Punctuality

*Questions in this category look at if the candidate is able to perform the job duties within the stated working hours in a timely manner.*

* This position is scheduled to work Monday through Friday, 8:00 am to 5:00 pm with a 1-hour lunch. Are you able to meet this schedule requirement?
* What would your last supervisor or manager say about your attendance or punctuality?

# Supervision

*Questions in this category assesses the candidates ability to lead, manage, and empower their staff as defined in the position description.*

* Describe the positions in which you have had supervisory responsibility. How many people have you supervised and in what kinds of positions? Did you have hiring/firing authority?
* In your experience, what kinds of things motivate an employee?
* What kinds of things can a supervisor do to create a positive working environment?
* What methods of communicating with subordinates have you found most successful?
* In your opinion, what is the role and major responsibilities of a supervisor?
* Describe the most serious complaint and/or issue an employee brought to your attention and what you did about it.

# Leadership & Management

*Question in this category assesses the candidate’s ability to influence the actions and opinions of others in a desired direction; to exhibit judgement in leading others to worthwhile objectives.*

* Describe your experience setting goals and objectives.
* Describe your experience in developing, monitoring, and/or reconciling budgets. What system did you use?
* What would your current/past employer tell us about your ability to organize your work?
* Do you have experience working with confidential information? How would you ensure the confidentiality of information? Did you encounter any challenges?
* What is your preferred method of communication? If you are attempting to communicate with someone in your work setting and you are not successful in receiving a response, what would be your next steps?
* Give an example of a time when you needed to be persuasive in order to get your idea, across, even though the odds were against you.
* Tell us about a time when you made an unpopular decision.
* Give us an overview of your leadership experience, including specific examples that exemplify your leadership style.
* Tell us about a high stress situation where it was desirable for you to keep a positive attitude.
* Describe a time when you were under pressure to make an immediate decision. Did you take action immediately, or were you more deliberate and slow?
* Tell us about a time when you were willing to disagree with another person in order to build a positive outcome?
* Give us an example of your usual process for goal-setting. What type of system do you use? How do you go about achieving those goals?
* How did you organize your work in your last position? What happened to your plan when emergencies came up?

# Teambuilding

*Questions in this category assesses the candidate’s ability to work with people in such a manner that builds high morale and group commitments to goals and objectives.*

* Give us an example of a time when your positive attitude caused others to be motivated or energized.
* Tell us about a time when your use of recognition and encouragement created positive energy in another person or group.
* Describe a time when you were in an unfamiliar setting or working with an unfamiliar group.

# Communication

*Questions in this category assesses the candidate’s ability to effectively interpret and display verbal and non-verbal communication in a professional, yet authentic manner, while simultaneously building credibility and rapport.*

* Tell us about a specific time when your skill in listening helped you to communicate better.
* Describe a time when you had to interact with a “difficult” person.
* Give us an example of how your interpretations of verbal and nonverbal behavior have helped you in communicating.
* Tell us about a time when you were proud of your ability to be objective even though you were emotional about a problematic situation.

# Problem Solving & Adaptability

*Questions in this category assesses the candidate’s ability to effectively analyze an issue or challenge and then implement a plausible or creative solution while also modifying their own ideas or behaviors to respond to the needs of others while maintaining one’s own objectives and sense of dignity.*

* Briefly describe a difficult situation you have encountered in a previous position that would be relevant to this position. Please do so in a way that protects the privacy of individuals involved.
* You have been given several projects to complete by the end of the week. How do you prioritize which project to tackle first and what do you do if you cannot complete them all?
* Describe an innovative way you handled a conflict between yourself and a coworker. Or, between two other individuals? Or, between yourself and a superior?
* What have you done when you felt that existing solutions to routine operations were ineffective?
* Sooner or later everyone makes mistakes. What was the most significant mistake you made on your last job and why/how did you make it? What did you learn from that experience?
* Describe a major work problem you faced and how you dealt with it.
* What do you consider to be the critical strategies or skills in handling conflict? Describe a time when you used those strategies or skills.
* Give us an example of a time when you used your creativity to come up with a solution to a problem at work.
* Describe a specific experience you have had in which it was necessary for you to react quickly because of a change in the environment.

# Diversity/Inclusivity (A minimum of one question is required)

*Questions in this category assesses the candidate’s ability to create and sustain an inclusive workplace climate in which all are welcomed and can thrive while also acknowledging the complex identities others around them can hold.*

* Central values an inclusive campus and welcomes a diversity of ideas and people. How has your past experience prepared you to function effectively within and promote this environment?
* Describe an initiative or project that you lead or were part of to address, improve or recognize diversity.
* What does it mean to have a commitment to diversity and inclusivity? How would you develop and apply your commitment at Central?
* What have you done to further your knowledge about diversity? Have you included diversity training in your professional development? How have you demonstrated what you have learned?
* Please describe how you would work to create a campus environment that is welcoming, inclusive, and increasingly diverse.
* What is your definition of diversity, equity, and inclusion? How do you encourage people to honor the uniqueness of each individual? How do you challenge stereotypes and promote sensitivity and inclusion?
* Tell us about your engagement with different communities-what communities, how you worked with them, what you learned, and the outcomes you achieved.
* Describe a time when you worked to welcome and include someone who was different from the rest of the group.

# Availability (Required Questions)

1. If you were offered the job, how soon would you be able to begin employment?
2. Do you have any questions for us or any additional information you would like to share?

***Close with a summary of the process: reference checks, hope to make a decision by [date].***

*a. If you are moved forward in the process, do we have your permission to contact your references?*

*b. May we contact other people who may come up in the reference check?*

*c. Is there anyone else you would like to add as a reference?*