

## APPENDIX C - 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.

1. Describe a time when you were faced with problems or stresses at work that tested your coping skills. What did you do?
2. 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?
3. 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.
4. Give an example of a time when you had to be relatively quick in coming to a decision.
5. Can you tell me about a job experience in which you had to speak up and tell other people what you thought or felt?
6. Give me an example of when you felt you were able to build motivation in your co-workers or subordinates.
7. Tell me about a specific occasion when you conformed to policy even though you did not agree with it.
8. Describe a situation in which you felt it necessary to be very attentive and vigilant to your environment.
9. 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.
10. Give me an example of an important goal you had to set and tell me about your progress in reaching that goal.
11. Describe the most significant document, report, or presentation that you have completed.
12. 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.
13. Give me an example of a time when you were able to communicate successfully with another person, even when that individual may not have personally liked you.
14. 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.
15. In this position, how do you think you might be able to support the university's philosophy toward diversity?

# Appendix Research Interview Questions

**Karin Nielsen-Saines**



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