

INTERVIEW QUESTIONS

Use phrases such as:

“Give me an example of a time when...”

“Tell me about a time when...”

“Describe a situation in which...”

“Give me an example of a time when...”

-You were especially hard working.

-You were not motivated to work hard.

-You we're proud of your ability to cope.

-You were disappointed with your coping skills.

-You were especially adaptable.

-You were "hard headed.”

-You were motivated by a good boss,

You were de-motivated by a bad boss.

-You were especially creative.

-You were not able to use your creative skills,

-You were able to accept change.

-You were resistant to change.

Avoid questions that begin with:

If you were -

Imagine that you are -

What is your philosophy about -

TRADITIONAL INTERVIEWING VS. BEHAVIORAL INTERVIEWING

TRADITIONAL INTERVIEWING QUESTIONS

1. Do you like to work hard?
2. To what extent are you a "people" person?
3. How would you categorize your leadership style?
4. This is a pretty high pressure job. Are you comfortable with that?
5. Do you consider yourself to be detail oriented?
6. Have you done a lot of trouble shooting?
7. How decisive are you?

BEHAVIORAL INTERVIEWING QUESTIONS

1. Tell me about a time in which you were very persistent in order to reach goals.
2. Tell me about a time when you had to provide service to a dogmatic, arrogant customer.
3. Give me an example of a time when you used facts and reason to persuade another person to take action.
4. Tell me about a high-stress situation when it was desirable for you to keep a positive attitude. What happened?
5. When have you found it useful to use detailed checklists/procedures to reduce potential for error on the job? Be specific.
6. Tell me about a time when you were effective in doing away with the constant surprises and emergencies at work.
7. Describe a situation in which you had to draw a conclusion quickly and take speedy action.

OTHER INTERVIEW QUESTIONS:

- As a person, what do you feel you could most improve upon? What are some of the things that motivate you?
- As a person, what would you consider your greatest strength?
- Can you remember something specific that you developed over a 3-6 month time period? What steps did you take?
- Describe a time when you had a conflict with a coworker and how you handled it.
- Describe how you have dealt with a problem employee. Give me an example.
- Describe your career goals. Where do you see yourself in 1 year? 5 years?
- Describe your greatest strengths (i.e., regarding skills or personal characteristics). What about your weaknesses?
- Describe yourself in 3 words.
- Give me a general overview of your responsibilities in your current or last job.
- Has there ever been a time when you were asked to follow a policy in which you did not believe? How did you handle it?
- Tell me about a time when you had to do things that were uninteresting. How did you deal with them?
- Tell me about a time when you had to make a sticky decision when no policy existed.
- Tell me about a time when you had to put off meeting an important goal.
- How are you perceived in business transactions?
- How did your job description change while you held it?
- How do you deal with mundane tasks?
- How do you feel about the University setting (diverse, pompous)?
- How do you feel about your present job?
- How do you tend to communicate when at an impasse?
- How do/would you present yourself in interactions?
- How does this position fit into your over-all scheme/goal (career objective)?
- How does what you did in your past jobs prepare you for this one?
- How would you describe yourself?
- How would you like to be seen by co-workers?

- In what ways has your supervisor helped you to further develop your capabilities
- In what work situations is it appropriate to lie?
- Is there anything we should know about you that would help us make this decision?
- Name a situation when you were in a group and felt that the group was overlooking an important point. How do you deal with this type of situation?
- Name a situation where you and your boss miscommunicated. How did you know and what did you do?
- Please tell me about an instance when you had to deal with an irate customer. What did you do?
- Tell me about a time of crisis at work. What was your role in fixing it?
- Tell me about a time when you failed on the job.
- Tell me about a time when you had a conflict with your boss.
- Tell me about a time you had to make a quick decision.
- Tell me about an important goal you set and how successful you were in meeting the goal
- Tell me about some problems you had on your past jobs.
- Tell me about the types of people you like to manage. Have you fired anyone? (Tell me about that.) How do you motivate employees?
- Tell me what you're looking for in a new position. How would you like to be spending your time?
- The position description stated that one of the requirements for this job is that you are supportive of the Christian mission of the University. How can you support the Christian mission?
- We all need to improve our skills. Describe when you made a mistake which demonstrates your need to improve in an area and how you handled it.
- What 3 words would your past bosses (or coworkers) use to describe you?
- What are some of the problems you encounter in doing your present job?
- What are some of the things about which you and your supervisor agree/disagree?
- What are some of the things in a job that are important to you? Why? What is your over-all career objective?

- What are some of the things outside of your job that you have done or that you plan to do, that will assist you in reaching this objective? (See question above)
- What are your biggest work and non-work accomplishments during the past two years?
- What challenged you in your past jobs? What was the most difficult task?
- What do you dislike?
- What do you feel were your major responsibilities in your last/present job?
- What elements of this job excite you?
- What frustrates you? What makes you angry at work?
- What functions/duties did you most enjoy at your past jobs? Which were your least favorite?
- What if a serious problem arose over which you had no authority and there was no manager available? How would you handle it?
- What is the most difficult aspect of your current job? How do you respond? What is the most enjoyable aspect of your current job? How do you respond?
- What kind of people do you find it most difficult to work with? How have you successfully worked with this type of person?
- What kind of person is your supervisor?
- What made you angry in your last job and how did you deal with those issues?
- What major obstacles did you have to overcome in your last job?
- What new skills and capabilities have you developed over the past year?
- What qualities in coworkers bother you the most? In a boss?
- What should a company expect from its employees? What should an employee expect from the company?
- What stresses you out at work?
- What type of boss do you enjoy working with?
- What type of person do you like to work with?
- What types of responsibilities do you like? What kind do you like to avoid?
- What was your greatest accomplishment at work?

- What were some of the things about your last job that you found difficult to do? Why do you feel this way about them?
- What were the biggest pressures on your last job?
- What were the critical elements of your past position(s)?
- Why did you leave your last positions?
- Why should we hire you?