



Interview Questions

Interview Structure and Questions

Candidate: _____

Position: _____

Date: _____
yyyy/mm/dd

Time: _____

Introductions and Organizational Overviews

Who I am. ☐

Who we are (Office of University Development) Printout of Web Page. ☐
(Note: Only if they haven't received overview)

Who we are (Development Services)

Development Services Overview ☐
Development Services PowerPoint Orientation ☐
Development Services org chart – no names. ☐
Job Description ☐

Where our plans are for the next couple of years ☐

What our vision is for the future ☐

Discussion of Overall Organization

If you've already visited the office or had a pre phone screening interview, what have you already learned about the office and the position?

Effort spent in learning more:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

Depth of knowledge and understanding of organization acquired:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor



Interview Questions

Interest in Applying for the Positions

What has brought you into the job market?

What specifically about this position that attracted you?

Correlation of position duties and responsibilities with attraction to position:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

Goals and Relationship to Position

Please elaborate on what you feel are the one or two most important accomplishments in your career over the last couple of years.

Relationship of accomplishments to critical responsibilities in the position:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

In terms of career plan and/or knowledge and skills you wish to acquire, what are your goals over the next few years? How does the position we have open dovetail with your career and skill acquisition plans?

Relationship of personal goals to position:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

Relationship of skills sought to position, and personal growth in skill set related to career:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor



Interview Questions

Based on the job description you've had a chance to review, did you have any specific questions you'd like to ask about it? Any questions about the job in relation to the organization?

Had thought about questions in advance:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

Depth of questions and intuition about the position:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

Would you make any changes in the position description based on what you know to this point?

Constructive changes:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

What do you feel would be the biggest challenges in the position? How do you feel you would deal with those challenges?

Based on the job description and your knowledge of the position and organization to this point, how do you feel that performance would need to be measured in this job?

Customer Service and Team Work

Give a couple of examples of how you've demonstrated great customer service in your current or immediately past job. Preferably one that's "above and beyond" the typical call of duty.



Interview Questions

Pertinence of examples:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

Give a couple of examples of where you've worked in a team setting, where there were challenges with teamwork and how you helped resolve these challenges.

Pertinence of examples:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

What are some of the strategies that you use to get other people to do work for you that don't necessarily report to you?

Pertinence of examples:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

Organizational Skills

We all have a busy workload and often have conflicting priorities. Describe how to you manage and plan your activities?

Planning skills:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

How do you plan when you need to include the work of others in your activities, and how do you manage your plan plus the plans of others?



Interview Questions

Planning skills:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

How do you determine if you've been effective in the performance of your job? Give a couple of examples of how you feel you could have been more effective in your job and what you did to achieve that?

Ability to self-assess:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

Resume Questions

What type of supervisor have you worked well with and why?

Relationship and tie in of past supervisory relationship with supervisor in current position:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

What would your current supervisor describe you? What about your peers?

We all need to manage our boss. What are some of the skills that you use to accomplish this?

What are a few areas in your current job that you feel you could bring to the position that we're currently recruiting for?



Interview Questions

Relationship of current skills to position:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

Ability to grow/improve current skills in the new position:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

What do you like doing the best in your current job? How about least?

What were your favorite subject(s) in school, and why?

Relationship of favorite school subjects to position:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

Specific Skills Related to the Position

(These will be different for each specific position and be attached to this as an attachment.)



Interview Questions

Closing

☐ Mention that the interview is now concluding.

Any additional questions at this point?

Candidate had thought ahead and had questions prepared:

☐ Excellent. ☐ Good. ☐ Average. ☐ < Average. ☐ Poor

Next Steps

☐ Discuss timing of decision making and next steps in the process.

☐ Discuss who they would be meeting with on the next round, whether it would be group or individual interviews.

☐ Let them know of any other positions they may also have a fit for, and if not posted, how soon the postings may come up if applicable.

☐ Let them know that they are free to contact me, preferably via email.

☐ Thank them for their time and interest in the University.