Telephone Prescreen Questions

- Are you currently working? Why are you looking to leave? (Walk through work history on Resume)
- Have you ever worked for the University of Cincinnati in the past?
- What are your 3 biggest strengths you would bring to the University of Cincinnati?
- What are your long term career goals?
- What do you enjoy the most about your current position? What do you like least about your current position?
- What are your expectations from your new employer? Name 3 things that are most important to you in finding the right employer?
- What do you consider to be two important attributes of a candidate for this position? Tell me about a time you displayed those attributes?
- Give me an example of a problem you faced on the job and tell me how you solved it?
- If you had to describe yourself in one word, what would it be?
- Tell me about a creative approach you took to solve a problem? What was the outcome?
- Describe a situation where you worked with someone whose personality was the opposite of yours. How did you deal with it?
- Tell me about the best day you experienced in your professional career. How did your actions contribute to that day’s success?
- Tell me about your most recent position in which you had supervisory responsibility. How many people did you supervise? What were your challenges? How did you overcome them?
- What are your salary requirements?
- Have you been actively interviewing?
- What is your timeframe for finding a position?
- Upon offer, would you need to give a two week notice or longer?
- What might be an area of improvement for yourself?
- What skills would you bring to this position?
- Tell me about a time when you handled a difficult situation with a direct report. What were the circumstances? How did you handle it?
- What are the three most important things you are looking for in a job? Why are these important to you?