GUIDE TO GOOD INTERVIEW QUESTIONS
I. GOOD INTERVIEW QUESTIONS

1. Tell us a little more about your professional experiences, particularly those not mentioned on your resume.
2. Why are you interested in leaving your current assignment and why do you feel that this assignment would be better for you?
3. Do you feel this position is a promotion, a lateral move, a broadening of your professional experience, or just a change? Why do you think so?
4. How does this position fit into your overall career goals?
5. Describe the duties of your current job.
6. What do you dislike most about your current job?
7. What is your favorite part of your current job and why is it your favorite part?
8. What are the three college courses that best prepared you for your current job?
9. What is the best method of creating a __________________? (A relevant product)
10. What qualities or experiences make you the best candidate for this position?
11. Describe two or three major trends in your profession today.
12. On the basis of the information you have received so far, what do you see as the major challenges of this position and how would you meet them?
13. Describe a situation in which you did “all the right things” and were still unsuccessful. What did you learn from the experience?
14. Discuss the committees of the organization where you currently work.
15. Why did you choose this profession/field?
16. What new skills have you learned over the past year?
17. Think about an instance when you were given an assignment that you thought you would not be able to complete. How did you accomplish the assignment?
18. Have you ever had a great idea but been told that you could not implement it? How did you react? What did you do?
19. Describe the best boss and the worst boss you have ever had.
20. Describe your ideal job.
21. What would your coworkers or your supervisor say about you?
22. Can you describe how you go about solving problems? Please give us some examples.
23. What is the biggest conflict you have ever been involved in at work? How did you handle that situation?
24. What new programs or services would you start if offered the position?
25. Please share with us your philosophy about customer service in an academic environment and give us some examples of service that would illustrate your view.
26. Tell us how you would learn your new job in the absence of a formal training program.
27. How would you characterize your level of computer literacy? What are some of the programs and applications with which you are familiar?
28. Think about a coworker from the present or past whom you admire. Why?
29. What are the characteristics that you prize most in an employee? What behaviors or characteristics do you find intolerable?
30. Can you share with us your ideas about professional development?
31. Describe some basic steps that you would take in implementing a new program.
32. What is one or two of your proudest professional accomplishments?
33. Do you have any knowledge of the unique role of a _________________? (Two-year college/liberal arts college/research university)
34. How do you feel about diversity in the workplace? Give us some examples of your efforts to promote diversity.
35. Tell us how you go about organizing your work. Also, describe any experience you have had with computers or other tools as they relate to organization.
36. Please tell us what you think are the most important elements of a good ___________ (service, activity, product, class, etc.)
37. Describe your volunteer experiences in community-based organizations.
38. What professional associations do you belong to and how involved in them are you?
39. Tell us about your preferred work environment.
40. What experiences or skills will help you manage projects?
41. Tell us how you would use technology in your day-to-day job.
42. In what professional development activities have you been involved over the past few years?
43. What volunteer or social activities have helped you develop professional skills?
44. What things have you done on your own initiative to help you prepare for your next job?
45. Do you have any concerns that would make you have reservations about accepting this position if it is offered to you?
46. What do you think most uniquely qualifies you for this position?
47. Do you have any additional information that you would like to share?
48. Do you have any questions for us?
II. GOOD INTERVIEW QUESTIONS FOR FACULTY

1. Describe your teaching style.
2. Describe your teaching philosophy.
3. What technology applications have you utilized in the classroom.
4. How do you engage students, particularly in a course for non-majors?
5. Share your ideas about professional development.
6. In your opinion, how should the workload of a faculty member be split and into what areas?
7. What changes have you brought to the teaching of ________________?
8. How would you go about being an advocate and resource for the use of technology in the teaching and learning process?
9. What courses have you created or proposed in the past five years?
10. What do you think are the most important attributes of a good instructor?
11. Where would this position fit into your career development goals?
12. How do you define good teaching?
13. What do you think are your greatest strengths as an instructor? In which areas do you feel you can use some further development?
14. How do you feel your teaching style can serve our student population?
15. In what professional development activities have you been involved over the past few years?
16. What pedagogical changes do you see on the horizon in your discipline?
17. How would your background and experience strengthen this academic department?
18. How do you adjust your style to the less-motivated or under-prepared student?
19. Have you involved your students in your research?
20. What are your current research interests?
21. What are the most recent books and article that you’ve read?
III. INTERVIEW QUESTIONS FOR MANAGERS/LEADERS

1. If I called a member of your current staff and asked them to tell me about you, what would they say?
2. Why is this position appealing to you at this point in your career?
3. What key leadership actions would you take if you came on board?
4. How do you lead?
5. What's your secret to getting subordinates to follow you?
6. How do you challenge and motivate employees?
7. How do you reward employees?
8. Describe your management philosophy and management style.
9. Some managers supervise their employees closely, while others use a loose rein. How do you manage?
10. How have you improved as a manager over the years?
11. How would you deal with an employee who broke a policy (i.e.: late for work)?
12. How would you deal with an employee who was not open and honest in communication?
13. It is very hard to attract faculty and key staff to this area. What are some strategies you might use to have enough qualified talent to be sure our strategic direction is met?
14. What single professional event made you most proud to be a manager/leader?
15. What event made you least proud to be a leader?
16. In prior positions did you have budgeting responsibilities? If so, what was the size of your operating budget?
17. Do you know how to figure FTE's?
18. What is your definition of empowerment?
19. What is your definition of Quality Assurance (QA), and who should be responsible, for QA?
20. Tell me about a time when your manager made a decision you disagreed with. What actions did you take and why?
21. Tell me about a time when you had to handle a workplace disturbance. What did you do? What were the results?
22. Tell me about a time when you had to deal with an irate physician, patient, employee etc. How did you handle it and what was the result?
23. How have you managed to foster a successful team in your past positions?
24. What methods have you found successful in determining the priorities when you start in a new facility?
25. What methods do you use to foster open communication with staff, management and your board of governors?
26. Tell me about a work incident when you were totally honest, despite a potential risk or downside for the honesty.
27. How did you handle a recent situation where the direction from above was unclear and circumstances were changing?
28. Describe how you motivated a group of people to do something they did not want to do.
29. Who are your most effective subordinates and your least effective subordinates? What are the strengths and weaknesses of each? What have you done to develop each of these subordinates?
30. Tell me about some of the people who have become successful as a result of your management. What was your role in their development?
31. What are the major training and development needs of the people in your department? How did you identify them? What are you doing about them?
32. Are there any techniques you have found useful in identifying particular subordinates' needs and potentials? Tell me how they worked with a particular person.
33. What do you do differently than other managers? Why? Examples?
34. What is the farthest you've had to bend your standards in order to succeed?
35. What job duties would you like to avoid if at all possible?
36. Describe a time in which you weighed the pros and cons of a situation and decided not to take action, even though you were under pressure to do so?
37. All of us have been in situations where we assigned work to other people and they didn't do what we intended. Can you tell me about some of those? What were the circumstances and how did you handle it?
38. Have you ever had problems in getting your subordinates to accept your ideas or department goals? What approach did you use? How effective was it?
39. Have you ever needed cooperation from groups that did not report to you? What did you do to gain cooperation? What were the satisfactions and disappointments?
40. Is there a trait or characteristic about you that you find is frequently misunderstood that surprises you when you find out that people think that about you?
41. What 3 things do you hope to accomplish in your first year?
42. What do you expect of those who report to you? If candidate responds with a one word answer (for example saying, "support") you can probe further by asking the candidate to describe three behaviors that she/he would view as being supportive.
43. If you had an unfavorable plan (i.e., budget) to implement, what would you do to get the managers' buy in and support?
44. With a change in (e.g. funding priorities, leadership roles, staffing, political environment, etc.), what are two ideas you would like to see put in place?
45. What kind of support do you offer managers, directors and front-line staff, when things don't go as planned?
46. Tell us about a high level innovative idea/change that you implemented. Was it or was it not successful?
47. What has your experience been with implementing a strategic plan? What key steps did you take?
48. Discuss your experience managing a large organization change initiative e.g. implementing a culture change, moving from a low tech to high tech environment, etc.
49. What are your principal views about change? Who should lead large system change and why?
50. Tell me about yourself.
51. What do you know about our organization?
52. Why do you want to work for us?
53. What can you do for us that someone else can’t?
54. What do you find most attractive about this position? What seems least attractive about it?
55. What do you look for in a job?
56. Please give me your definition of [the position for which you are being interviewed].
57. How long would it take you to make a meaningful contribution to the University of Cincinnati?
58. You haven’t worked in our industry before. When could you make a contribution?
59. What do you look for when you hire people?
60. Have you ever had to fire people? What were the reasons, and how did you handle the situation?
61. What important trends do you see in our industry?
62. How do you feel about leaving all your benefits to find a new job?
63. In your current (last) position, what features do (did) you like the most? The least?
64. What are your long-range goals?
65. What are your capabilities that will help us?
66. What major challenges have you faced?
67. How well do you handle pressure?
68. What types of management controls do you use?
69. How would others describe your work ethic?
70. How do you handle confrontation?
71. What are the key reasons for your success?
72. Are you confident about your writing and presentation skills?
73. Would you work if you did not need money?
74. What part of the newspaper do you turn to first?
75. What was the last book you read?
IV. INTERVIEW QUESTIONS TO AVOID

You cannot ask any question during any interview that relates to an applicant’s race, color, religion, age, gender, national origin, or disability.

In some states, inquiries about a candidate’s sexual orientation are illegal.

The following questions are merely a few examples of the questions that should not be asked:

**Questions to Avoid**

1. Are you a U.S. citizen?
2. Where were you born?
3. What is your birth date?
4. How old are you?
5. Do you have a disability?
6. Are you married?
7. What is your spouse’s name?
8. What is your maiden name?
9. Do you have any children?
10. Do you have childcare arrangements?
11. What is your race or ethnic origin?
12. Which church do you attend?
13. What is your religion?
V. ACCEPTABLE ALTERNATIVE QUESTIONS

The following questions should be asked ONLY when there is a bona fide, job-specific reason to ask them. If asked of one candidate, they should be asked of all candidates for the same position.

Acceptable Alternative Questions

1. Do you have any responsibilities that conflict with the job’s attendance or travel requirements?
2. Are you able to work in the United States on an unrestricted basis?
3. Are you able to perform the duties on the job description with or without reasonable accommodations?
4. Have you ever been convicted of a felony crime?
5. If hired, can you provide proof that you are at least 18 years of age?
6. Do you have any conflicts that would prevent you from working the schedule discussed?
7. What languages do you speak or write fluently?
8. Have you worked under any other professional name or nickname?
9. Do you have any relatives currently working for this institution?
10. Would you have any problem working overtime, if required?
11. Would anything prohibit you from making a long-term commitment to the position and the institution?