Appendix C
Sample Interview Questions

The following sample questions are suggestions to enhance consistency with interviews:

** Anything related to Teaching, Research and Service for specific job/department/college.

1. What three academic accomplishments do you take pride in most?
2. How do you define success? Give me an example.
3. Tell me about a time when you went above and beyond what was required of your position.
4. Give me an example of how you set specific work goals?
5. Describe the type management style you prefer from your supervisor?
6. What do you do to keep current of developments that impact your field? How many seminars/conferences have you attended in the past year and on what topics? What have you learned?
7. How do you feel about making tough decisions? What makes a decision tough for you?
8. What are your strengths when interacting with people on the job? What could you do to make your interaction better?
9. Think of a situation you’ve been in that required an ability to think on your feet. What was the situation and how did you respond?
10. Have you ever solved a problem or correctly analyzed a situation that no one else was able to solve or analyze? Describe the situation and the outcome.
11. What methods do you use to organize and prioritize your work?
12. How would those who know you describe you?
13. How do you ensure that something you write is going to be understood by those who read it?
14. How difficult is it for you to express your thoughts and ideas to others? What techniques do you use to make yourself clear and to insure your audience has understood?
15. This position requires a great deal of people contact and communication. Specifically, what do you think are the interpersonal skills required for effective performance?
16. Describe some of the things that motivate you and make a job fulfilling.
17. What can instructors do to get maximum performance from their students?
18. Describe a time when you missed an important deadline or failed to complete a task that others expected you to complete. How did you feel about that?

Here's an article giving a run-down on standard interview questions in my field (LBary):
http://www.insidehighered.com/advice/2012/12/17/essay-questions-one-might-be-asked-mla-interviews#sthash.db8t54nw.dpbs

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