



NORTHERN ILLINOIS UNIVERSITY

## Affirmative Action and Equity Compliance

### **SAMPLE INTERVIEW QUESTIONS**

1. Tell me about your best and worst hiring decisions?
2. How do you “sell” necessary change to your staff?
3. How do you make your opinion known when you disagree with your boss?
4. What type of employee do you find the most difficult to manage?
5. Have you ever terminated an employee? Why and what for?
6. How do you reprimand people who work for you?
7. What social, civic, or community organization do you belong to?
8. Tell us what you know or have heard about the culture of higher education/colleges/universities.
9. Have you ever worked in a non-profit organization and how do you think they run as compared to for profit companies?
10. Tell us about your research.
11. Can you describe the value of your research to a layperson?
12. Who are the other scholars in your field and how does your work compare to theirs?
13. What ideas do you have for further funding for your research and what are the potential sources of funding?
14. What are you working on currently (now that you have finished your doctoral research)?
15. What plans do you have for publishing your work to date?
16. What is your research plan for the next three years?
17. How do you see your research fitting in with the department?
18. What do you do when you know you are right and your boss disagrees with you? Give me an example of when this has happened in your career.
19. Why have you applied for this position?
20. What skill set do you think you would bring to this position?
21. Tell us about your current boss or supervisor? What is their leadership style?
22. How would you describe your research to an educated layperson?
23. How would you teach basic service courses in your field?

24. Tell us how your research has influenced your teaching. In what ways have you been able to bring the insights of your research to your courses at the undergraduate level?
25. Do you understand the liberal arts college mission; are you a dedicated teacher, and will you give your students the time and personal attention that we demand from all our faculty members?
26. Which do you prefer most, tech, researching or writing and why?
27. Tell us about your research program. What are you working on currently? (Now that you've completed your doctoral work)? What do you plan to look at next?
28. What are your plans for publishing?
29. In what journals do you plan to submit your research?
30. Describe how you'd teach an introductory survey course in your discipline (or an advanced seminar)?
31. How does your research inform your teaching?
32. What are your plans for integrating students into your research?
33. How do you structure your courses?
34. Describe for me a time when you have come across questionable business practices; how did you handle the situation?
35. A new policy is to be implemented organization-wide. You do not agree with this new policy. How do you discuss this policy with your staff?
36. Describe for me a decision you made which would normally have been made by your supervisor? What was the outcome?
37. What did you do for that company that made a difference and for which you believe you will be remembered?
38. Tell me about your experience in leading and managing an organization similar to ours.
39. What textbook would you use in a particular course?
40. What were some of the things your supervisor said about you during your last performance appraisal?
41. Your job title is \_\_\_\_\_ how are the duties you do day to day similar/different than other \_\_\_\_\_'s in other organizations?
42. Tell me about your fiscal management experience: budgeting, reporting, cutting costs, building and maintaining reserves.
43. How do you plan to support your research?
44. How will you seek funding to support your research?
45. What would your instructors in college say about you? What would your supervisor say about you?
46. Describe your activities during a typical day on your last or current job?
47. What subjects did you like best in school? Least? Why?
48. If you had to do it over again, would you have chosen the same course of study? Why or why not?

49. What course, not currently in our catalogue, would you like to develop?
50. Are your grades from college a good reflection of your ability? Why or why not?
51. Which was more challenging for you-the academic work or learning to be an adult? Why?
52. Did you fail any classes in college? Which courses and why?
53. What was your rank in your graduating class in college?
54. What were your major duties and responsibilities in your last job?
55. Describe the largest project you were involved with and your role in its success.
56. How are the duties in the position you are applying for similar to those in positions that you have held in the past?
57. What has been your most significant leadership responsibility?
58. What do you like most about your current job?
59. What special skills and knowledge have you developed in your current job?
60. How would you describe your work ethic? Give us two examples that demonstrate it?
61. How has your current job helped you grow as a person and as a professional?
62. What could your past employers count on you for without fail?
63. What is the most disappointing aspect of your current job?
64. What part of your current job would you describe as fun?
65. What excited you most in your current job?
66. Do you feel that your workload in your current job is too great, too moderate, just right, or other? Why?
67. What did you do in your last job that made you more effective?
68. Do you think you are fairly compensated for the work you currently do? Why or why not?
69. If you were promoted and had to hire someone to replace you in your current job, what kind of person would you look for?
70. What suggestions have you made in your current job to improve how work is performed?
71. How many hours do you work in an average week? Do you take work home?
72. Why are you in the job market at this particular time?
73. Has your present job changed while you've held it, if so how?
74. What are the characteristics or qualities that you think this job will have that your current job does not?
75. Tell me about a time when you and a supervisor disagreed and how the issue was resolved.
76. Would you return to work for any or all of your previous employers? Why and why not? Who and who not?

77. What policies or procedures of your current company did you disagree with?
78. How would you describe your relationship with your current supervisor?
79. If we were to check referenced on you-what would you past supervisors say about you? Past co-workers?
80. How was your current supervisor contributed to you choosing to leave your present job?
81. What could your last employer done to convince you not to leave?
82. What will your bass way when you resign?
83. Tell me about a project or a new project that you initiated.
84. What would you have like to have done more of in your last job? What held you back?
85. Have you ever asked for new responsibilities or assignments? What happened?
86. What motivates you?
87. Would you rather take initiative and some risk or play it safe and steady? Why? Give one example.
88. In what area do you feel you need to further development?
89. In your opinion, what does it take to be a "success"?
90. What are the most challenging parts of your current job?
91. How often do you interact with your boss?
92. Does your assignment normally come from your boss or do you go to your boss with suggestions?
93. What profession/development abilities have you done in the past two years?
94. What have you done at work to make your job easier?
95. If your supervisor got sick and you had to step into his or her job for six months, what is the first thing you would do?
96. What tools or methods do you use to keep your supervisor informed of what you are doing?
97. If hired, what would you do in the first 30 days?
98. Describe some specific contributions you think that you would make during the first six months in this position?
99. How would your subordinates describe your leadership style?
- 100.What is the most difficult part of managing other for you?
- 101.What are your characteristics that help you be effective as a leader?
- 102.What would it be like working for you?
- 103.What does it mean to be a leader?
- 104.In what kind of environment are you most comfortable?
- 105.How many hours do you work in an average week?

106. What aspects of your job do you consider the most crucial?
107. How do you reward the people who work with you?
108. What do you do with your staff to develop teamwork?
109. How much of your work do you delegate?
110. How do you give feedback to your staff members?
111. How do you manage, monitor, and direct the performance of your staff?
112. What would others describe as your greatest strength? Weakness?
113. What is the most important job as a leader?
114. What sort of criticism have you received from your staff?
115. Before you would fire someone, what factors would you take into consideration?
116. How many women and minorities have you ever hired?
117. What have you learned from your mistakes as a manager?
118. Do you have any plans or ideas for graduate school, continuous education, or any other learning activity? If so, what are they?
119. How would you describe your ideal work environment?
120. How is your education related to your career?
121. What professional development activities have you completed that help to qualify you for this position?
122. Tell me about 3 professional skills that you have developed and how that knowledge makes you qualified for this position.
123. Tell me about the last time that you lost your temper at work?
124. What kinds of people irritate you?
125. How would you describe your communication style?
126. Have you ever spent your own money on your professional development? When, how and why?
127. On a scale one to ten, how well would your employees say you listen?
128. What do you do to encourage others to do their best?
129. What expertise do you have that coworkers come to you for assistance?
130. Tell me of a time when you had to handle a highly emotional employee or customer?
131. How do you attempt to persuade others to your way of thinking?
132. Tell me about a time when a supervisor criticized your work.
133. How do you assert yourself in order to get what you need?

134. How would you build a team from scratch?
135. How do you handle performance appraisals?
136. How do you communicate priority projects to your staff without making them feel overwhelmed?
137. How do you and your staff celebrate success?
138. How do you manage meetings?
139. What do you know about our college/university?
140. What are 3 keys to successful \_\_\_\_\_?
141. What should a \_\_\_\_\_ know about students?
142. How do you go about establishing rapport with coworkers and colleagues?
143. How do you plan and organize for major events?
144. Tell me about a personal or career goal that you have accomplished and why that was important to you.
145. Give an example of a time when you were trying to meet a deadline, you were interrupted and did not make the deadline. How did you respond?
146. How do you manage the paper flow at work?
147. How would you train a new staff member?
148. What has your experience been in supervising others?
149. What is the largest budget you have ever managed?
150. How do you go about solving problems?
151. What do you want your staff to do when they encounter problems?
152. Tell me about a specific time when you eliminated or avoided a potential problem before it happened?
153. Tell me about several unconventional methods that you have used to solve problems?
154. What criteria do you use to make decision?
155. How long does it typically take you to make a decision?
156. What is the last major decision you had to make?
157. What kinds of decisions are the most difficult for you to make and why?
158. What kinds of problems are you best at solving?
159. What is the biggest error in judgment you have made in a previous job? Why did you make it? how did you correct the problem?
160. To whom did you turn for help the last time you had a major problem and why did you choose that person?

161. Tell me about a time when you had to make an unpopular decision?
162. What do you do when you need to make a decision and there are no procedures in place?
163. What were your 3 most important responsibilities in your last or present job?
164. Would you prefer to be a small fish in a big pond or a big fish in a small pond? Why?
165. If you were offered this job, would you accept it?
166. What other day to day activities were you involved in that we haven't discussed?
167. If you joined our organization, how long do you think you would stay?
168. What have you done in the past to prepare yourself for your next opportunity?
169. What appeals to you about this job?
170. What do we not know about your background that would help you win this position?
171. If you had a choice of any job or school, what would you do and where would you go?
172. Knowing what you know about our organization, would you accept the job if offered?
173. Why do you feel you are the most qualified for this position?
174. Do you want to work in a college/university of any particular size?
175. What 3 things is the most important consideration to you choosing a new job?
176. Tell us things about you that cannot be found on a resume/cv?
177. What criteria do you use to evaluate the school for which you want to work?
178. Of all things you've done in your career, when have you been the most successful?
179. If you joined our organization, when would you expect a promotion?
180. Is there anything that would prevent you from accepting an offer of employment?
181. Are you considering any other job offers at this time?
182. May I check your references?
183. Do you have any questions?
184. Why did you choose this profession/field?
185. What new have you learned over the past six months to a year?
186. Think about an instance when you were given an assignment in which you were not sure of or thought you were not able to complete. What did you decide and how did you eventually accomplish your assignment?
187. Have you ever had a great idea and were told that you could not implement it? How did you react? What did you do?
188. Think about a coworker from the present or past whom you admire. Why?

189. What professional associations do you belong to and the level to which you are involved with them?
190. Tell us about your preferred work environment, (i.e. working alone, teams, autonomous, fast –paced, structured/flexible environment, etc).
191. Will you will us your opinion of how the workload of a faculty member should be split and into what area (i.e. % time teaching, working with colleagues, advising)?
192. What changes have you brought to the traditional teaching of traditional \_\_\_\_\_?
193. How would you go about being an advocate and resource person on our campus for the use of technology (interdisciplinary study, services learning, or other unique aspect of teaching) in the teaching and learning process?
194. What would your background and experiences contribute to strengthen this academic department?
195. Describe your philosophy about teaching and learning particularly where technology is involved.
196. What specific applications of technology have you utilized in the classroom?
197. How do you adjust your style to the less-motivated or under-prepared student vs. the strongly motivate, well-prepared student?
198. describe what you would say if asked to talk about yourself in a group of 15 people
199. If someone told you that you had made an error, describe how you would react and what you would say in your defense.
200. If someone asked you for assistance with a matter that is outside the parameters of your job description, what would you do?
201. You are a committee member and disagree with a point or decision. How will you respond?
202. Describe what you would classify as a crisis.
203. What strengths did you rely on in your last position to make you successful in your work?
204. Tell me about your present or last job. Why did you choose it? Why did you/do you want to leave?
205. Is it more important to be a detail oriented person, or a big picture person? Explain.
206. When was the most challenging personnel issues you've had to deal with and how did you handle it?
207. What courses are you particular interested in teaching?
208. Which area of your subject are you particularly strong on?
209. What courses would you not want to teach on and why?
210. What changes might you make to the current undergraduate program?
211. How would you market a new course to ensure maximum participation?
212. Where do you see the potential for new course development?
213. How could we develop the Masters program?
214. If we were organizing a special symposium or mini-conference on your topic, whom could you personally invite?