

INTERVIEW QUESTIONS

1. Can you tell us about yourself?
2. Why should I hire you?
3. What questions do you have for us?
4. Why are you interested in this position?
5. What are your greatest strengths and/or weaknesses? (prepare 2)
6. Tell me about a time you've been challenged at work.
7. What would your last supervisor say about you?
8. How do you measure your success?
9. How will you contribute to the mission of our department/unit/University?
10. Why are you looking to leave your current position?
11. Tell me about a time you championed an idea that wasn't successful.
12. Tell me about your greatest professional achievement.
13. Tell me about your preferred work environment.
14. Tell me about a time you dealt with conflict while working on a team assignment.
15. What kind of management style motivates you?
16. Tell me about your current team or whether you work independently.
17. Where do you see yourself in ____ years?
18. Tell me about a time you demonstrated leadership.
19. What would you do in the first 30/90 days if hired for this position?
20. Tell me something that isn't on your resume/CV.
21. Tell me about a time you disagreed with a decision that was made at work.
22. How do you stay current in your field?
23. I noticed a gap in your resume, can you tell me about that?
24. What do you do to stay current on trends in your field or profession?
25. What new or innovative things have you tried in your current position?

Questions to ask your Interviewers (plan to ask 3-5)

1. What are your next steps in the hiring process?
2. What are your core values?
3. How will I be evaluated? How often occur and can you walk me through a typical annual review process?
4. How do you help your team grow professionally?
5. Is this a new position? If not, why did the previous person leave this role?
6. What are your priorities for the department or position?
7. What have past employees done to succeed in this position?
8. What are the biggest opportunities for your unit in the near future?
9. Is there anything else I can provide you with that would be helpful?
10. How do I compare with other candidates you've interviewed?
11. What is your favorite part about working here? Or what you love most about your position?
12. What is your least favorite part about working here?
13. I recently read your department _____. Can you tell me more about that?
14. Can you tell me what a typical day like is here for a person hired for this role?

