

## Sample Interview Questions

### **Interest**

Why are you interested in this position and why do you want to work for SUNY Brockport?

Why did you apply for this position?

What interests you the most about this position?

What are your reasons for seeking this position, and why do you think it suits your talent and experience?

### **Career/Work History**

Are there any changes/updates to your resume?

Tell us about your career.

Please describe your career progression, highlighting increased levels of responsibility and supervisory experience, and how these qualify you for this position.

Briefly discuss your career goals and explain how this position relates to these plans.

How does this position fit into your career path?

Describe your career path thus far and your professional goals for the future.

Have you ever worked in a higher education setting? If so, please explain.

What are your professional goals?

Describe your responsibilities from previous positions that will help prepare you for the position of \_\_\_\_\_.

Why do you believe your professional experience qualifies you for this position?

Do you have previous experience in higher education?

What were/are your last/present job duties?

### **Motivation**

What aspects of your current or last job are/were challenging? Why?

What are the aspects of your current position that you do not enjoy/enjoy most?

Describe your professional strengths and most noteworthy professional accomplishment.

Give an example of when you did more than was required.

If a current or former co-worker were to describe your work ethic, what would they say?

What aspects of a job do you see most important?

What motivates you? How do you motivate others? Give an example.

Would you consider yourself an independent worker or more of a team player? Why?

What type of management style do you work best under? Please describe your preferred work environment.

What two or three work-related accomplishments have given you the most satisfaction?

### **Management/Supervision**

What was the most difficult task you have had to manage? Were you successful? To what do you attribute your success?

How would you arrange your priorities in...

What challenges have you faced/or perceive that you may face in managing...? Follow up: How did you/will you overcome them?

What are the three most important values you demonstrate as a leader?

How many employees have you supervised in the past and in what capacity?

How do you decide to delegate tasks to employees?

Which of your management skills needs the most improvement and why?

### **Knowledge, Skills, and Abilities**

Please describe your knowledge and experience with...

Please describe or give examples of your proficiency...

What are your greatest strengths as they apply to this position?

Do you have any formal training in...? Any practical experience? If so please describe.

What are the most exciting developments in your field?

What three things have you improved upon in the last two years? How did you make these improvements?

What type of training do you feel would be beneficial to your professional development?

### **Communication**

Describe your communication style. Please give an example where you have utilized this style.

How do you go about solving a problem? What are some of your problem solving skills?

Please describe a complex business process problem that you have helped an organization to solve.

Describe a situation where your work was criticized and how you dealt with that.

Describe a situation where you had a conflict with a student/customer/manager and how you resolved it.

### **Technology**

Describe your experience with Microsoft operating systems. Specifically Word, Excel, Access, PowerPoint, etc.

Do you have database experience? Which ones?

What software is most important to your daily functions?

Do you have experience with Dreamweaver/Internet/ etc...?

Describe your user level in \_\_\_\_\_ software? Expert, Intermediate, Beginner, None

What other systems do you have experience with? What were they utilized for?

### **Faculty**

In what way are you uniquely qualified to teach ...?

Professionally, what would you like to achieve in the next ten years?

Follow up: How does your scholarship relate to these goals?

If given the opportunity, what upper level course(s) could you develop?

What kinds of support would you expect from the Department and SUNY Brockport?

What differences do you see between job requirements for faculty at a comprehensive institution such as SUNY Brockport, as opposed to those at a major research university?

What research areas would you like to pursue at SUNY Brockport? How will you obtain the resources necessary to support your research?

How do you balance your commitments of teaching, advising, research, and department service?

Describe your experience with advising students. What did you find most challenging?

What start-up resources would you require to initiate your research at SUNY Brockport?

What does customer service mean to you and what do you think students will expect of you?

Are you comfortable using Banner, Angel, or similar programs?

### **Diversity**

What experience do you have in working with an ethnically diverse population?

Describe how you would prepare our students to teach in diverse school environments.

Describe your experience with working in a culturally diverse population.

What has been your experience with diversity at previous employers/institution?

Were you an active participant in promoting diversity at your previous employer? Follow up: In what ways?

Could you describe your involvement with activities related to diversity? What were your experiences with this involvement?

What is your ideal regarding a vision of community? How have you tried to actualize your vision of unity and diversity? Describe your experiences in this process.

What can individuals, communities, and institutions do to create diversity?

How do you feel about expressing your opinions about diversity in groups of people with a variety of backgrounds? What have your experiences been in terms of self expression in multicultural situations?

### **In Closing**

Is there anything that we haven't discussed, relevant to this position, which you would like to share with the committee?

Do you have any questions for the committee?

Why should we hire you?

Convince the committee as to why you would be the best candidate for this position.

Is there anything further you would like to discuss with us or do you have any questions regarding this opportunity?