

INTERVIEW NOTES

(Completed notes from ALL interviewers to be returned to Office of Human Resources at time Hiring Procedure is completed.)

POSITION: _____

DATE: _____ **NAME OF INTERVIEWEE:** _____

NAME OF INTERVIEWER: _____

Print

Signature

Search Committee Chair – Describe the position (work involved, hours, etc.), and benefits.

INSERT INTERVIEW QUESTIONS HERE – Please number

SAMPLE INTERVIEW QUESTIONS

1. You mentioned you enjoyed your last job. What type of people were you working with? What type of supervisor?
2. What were the circumstances concerning your leaving? Why are you giving up your job?
3. Would you mind expanding on those aspects of your schooling (or job), which you found to be most satisfying?
4. What is most important to you about your job? Why?
5. Why do you think the College should hire you? What strengths do you bring to this job? Be specific.
6. How long have you been planning for this kind of work?
7. How did you happen to go to work for them?
8. What do you expect from a company that hires you? How can we meet your needs?
9. What are two things you wish to avoid in the next job?
10. What has accounted for your progress (grades, awards)?
11. What will your last (current) supervisor tell us are your three strongest assets and your three weakness?
12. How would you describe yourself?
13. How does this job fit into our short- and long-range goals?
14. How does this job relate to your plans?
15. Do you consider yourself a self-starter? Why?
16. What assignments don't you like?
17. What would you do if your supervisor made a decision that you strongly disagreed with?
18. Of all of your jobs, which did you like the best? Why? Least? Why?
19. What do you feel are three important traits a supervisor should have? Why?

20. How would you describe your previous supervisor? How did you know if you were doing well or made a mistake?
21. If you could have made two improvements in your last job, what would they have been? Did you suggest these?
22. Are there any reasons why you cannot arrive on time and stay at work all day on a regular basis?
23. Describe an experience when you did more than was ordinarily expected.
24. Tell us about the two achievements you are most proud of.
25. What working environment do you prefer? Why?
26. Describe for us the leadership positions that you have held. School? Work? Community?
27. What are your unique qualifications for this position?
28. What is the role of a community college?
29. Tell us how you function in pressure situations where there are several demands competing for your time and attention?
30. What levels of confidentiality have been required in your previous jobs? Can you give us a specific example?
31. How do you define the term "work ethic"?
32. Describe how you work independently and as a team member. Which do you prefer? If you worked as a team member, please tell us what you did as a member of the team and how the team benefited from your actions.
33. Tell us how you would deal with upset students, parents, faculty or staff?
34. What specific comments would your previous employer(s) offer about your job performance?
35. What have you done in a previous job that demonstrates your ability to perform this job?
36. Give us some examples of how you have handled customer complaints in the past. Tell us what you did, why you did it, and what resulted from your actions.
37. How would you deal with a customer complaint?
38. In which area of the position description do you feel most and least qualified?
39. In which area of the position description do you most prefer to work?
40. What would make you an asset to the position and to the College?
41. If you were selected, when would you be available to start?
42. Do you have any questions?