



Candidate Job Interview Questions Form

Candidate Name _____

Date _____

Position Title _____

Posting # _____

Committee Member Name _____

- ✓ Interview Committee Chair will welcome the candidates and introduce interview committee members.
- ✓ The Chair will describe the interview process, indicate the allotted time for the interview, and tell the candidate the number of questions there are.
- ✓ The Chair will let the candidates know that interviewers may take notes, but candidate does not need to stop their responses due to note taking.

Interviewers will use the rating scale below and make notes as needed:

0=Unsatisfactory, 1=Below Average, 2=Satisfactory, 3=Very Good, 4=Outstanding

Scoring Instructions: Please enter your score for each question in the table below. Adjust table according to the number of questions. If typed, press the F9 key to add up the scores in the Total box.

Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	TOTAL

QUESTIONS:

Rating: 0 1 2 3 4
(Value: SUCCESS)

1. Please take a few minutes to introduce yourself and tell us why you are interested in this position.

Rating: 0 1 2 3 4
(Value: INNOVATION)

2. What have you done in your previous positions that made a significant difference to the business?

Rating: 0 1 2 3 4
(Value: SERVICE)

3. Describe a time when you were able to overcome a communication barrier(s).

Rating: 0 1 2 3 4
(Value: INTEGRITY)

4. Describe a time when you made a mistake at work. How did you deal with this situation, and what was the outcome?

Rating: 0 1 2 3 4
(Value: ACCESS)

5. What is the key to success when communicating with the public?

Rating: 0 1 2 3 4
(Value: SERVICE)

6. Define community service and give us some examples of your involvement in community service.

Rating: 0 1 2 3 4
(Value: EXCELLENCE)

7. Tell us about a time when you had to learn something brand new in a short time. What steps did you take?

Rating: 0 1 2 3 4

(Value: INNOVATION)

8. Provide an example of an innovative project you have successfully supported through development and implementation?

Rating: 0 1 2 3 4

(Value: SUCCESS)

9. How do you define student success?

10. Do you have questions for us?

CLOSING -- Thank the candidate, and provide some idea of the timeline for the hiring decision.