

## Sample Interview Questions

### General Questions

#### **Question typically used to start the interview:**

- Tell me about yourself.

#### **Question relating to interest:**

- Why are you interested in working with us [Department's Name]?
- What would you look to accomplish in this position?

#### **Question relating to strengths and areas for improvement:**

- What is your biggest strength?
- What is an area of improvement for you?

#### **Question relating to students experiences:**

- Tell me about a time when you went above and beyond what was asked.

#### **Question relating to student employment:**

- How do you think you can apply what you are learning in your classes to this position?

#### **Question relating to the role** (Example: fast-paced versus steady or collaborative versus individual):

- What kind of environment do you feel you work best in and why?

### Skill-Based Questions

#### **Question on teamwork:**

- Tell me about a time you were on a team. What role did you play and what was the outcome?

#### **Question on problem solving:**

- How would you approach a problem you don't know how to solve?

#### **Question relating to communication:**

- How would you respond to received feedback from a supervisor?

#### **Question relating to organization:**

- Walk me through a time that you could not complete all of your tasks and had to prioritize.

#### **Question relating to equity and inclusion:**

- What is your approach to understanding the perspectives of others?

#### **Question on leadership:**

- Have you ever tutored, coached or mentored someone? Tell me about that experience.

#### **Questions relating to career management:**

- Give me an example of a time you had to adapt to a new situation in a short amount of time.

### End of Interview

- Do you have any questions for me?

**Note:** Based on the job description and required qualifications, you can add or modify questions to include specific skills or requirements of the job.