Sample Interview Questions
MARCH 2007

General Questions
1. Tell us how your experience and education has prepared you for this position.
2. Why are you interested in leaving your current assignment?
3. Why do you feel that this assignment would be better for you?
4. Do you feel this position is a promotion, a lateral move, an expanding of your career, or just a change? Why?
5. How does this position fit into your overall career goals?
6. Describe the duties of your current job.
7. What do you dislike most about your current job?
8. What is your favorite part of your current job and why is it your favorite part?
9. What new skills have you learned over the past year?
10. Describe the best boss and the worst boss you have ever had.
11. Describe your ideal job.
12. What would your coworkers or your supervisor say about you?
13. What is the biggest conflict you have ever been involved in at work? How did you handle that situation?
14. Please share with us your philosophy about customer service in an academic environment, and give us some examples that would illustrate your views.
15. How would you rate your level of computer proficiency and why? What are some of the programs and applications with which you are familiar?
16. Tell us how you go about organizing your work.
17. Tell us about your preferred work environment.
18. What do you think most uniquely qualifies you for this position?
19. Do you have any additional information that you would like to share?

Below are groups of questions designed to cover specific areas of an interview.

Getting Things Started
- What do you know about this job and the organization?
- What are your expectations of your future employer?
- Why do you want to leave your current position?
- What is the ideal position for you in any company?
- Why do you want to work Sonoma State University?
- Tell us about your understanding of the job for which you are applying.
- What are your long range and short range goals and objectives? When and why did you establish these goals? How are you preparing yourself to achieve them?

Work History
- What do you think it takes for a person to be successful in your particular area? If there were two things you could change in your last (or present) job, what would they be and how would you change them?
- What was your favorite position, and what role did your boss play in making it so unique?
- Why did you leave your last job? (Or: Why do you want to leave your present job?)
- What is the most important thing you learned from your previous experience that you would bring to this job?
- Describe what you liked and disliked about how you were supervised in your previous position.
- Walk us through the major highlights of your career so far and tell us where you want to go next.
- If we were to speak with your current supervisor and co-workers/peers, what would he or she say are your current strengths and weaknesses?
The word “communication” means different things to different persons at different times. Tell us what this word means to you by providing an example of a time when you were able to be warm and amiable as a communicator.

Please give us an example of time when an inadequacy in your job performance was identified, either by your supervisor, yourself, or others. What steps did you take to improve in that area?

**Written Communication**

- Give us an example, taken from your experiences in report writing, preparation of memos, or general correspondence, which illustrates the extent of your written communication skills.
- In some jobs it is necessary to document work thoroughly, in writing. For example, documentation might be necessary to prove you did your job correctly or to train another person to do it. Give us an example of your experiences in this area.
- Describe your experiences in editing manuscripts, articles, documents, or any other form of written communication. Be specific.

**Policy and Procedures**

- We all recognize that regulations may vary in terms of their meaningfulness. Select a strict and meaningful regulation you had to conform to in your last position. Tell us about the regulation and how you were able to work under it.
- On some jobs it is sometimes necessary to act strictly in accordance with policy. Give us an example from your background when you were expected to act in accordance with policy even when it was not convenient. What did you do?
- Describe a time when you had to adopt a well-defined work routine. How long did the situation last? What was involved?

**Working Effectively in Teams**

- We cannot do everything ourselves. Give us an example of a time when you dealt with this reality by creating a special team effort at work. Highlight the special aspects of the situation, which best demonstrate your skill in this area.
- It is sometimes important to deal with a negative attitude to build team motivation. Give us an example of a time when you confronted a negative attitude successfully with the result of building teamwork and morale.
- Building a team spirit to get results is often a difficult thing to do. Tell us about a time when you had your greatest success in building a team spirit. What specific results did the team accomplish?
- Tell us how you increased teamwork among a previous group with whom you worked.
- With what kinds of people do you prefer to work?
- Tell us about an occasion when the team objected to your ideas. What did you do to persuade the team of your point of view?
- As a member of a team, how do you see your role?
- Tell us about a time when you had to confront a team member.
- Sometimes it is important to disagree with others, particularly your boss or team members, in order to keep a mistake from being made. Tell us about a time when you were willing to disagree with another person in order to build a positive outcome.
- Give us an example of a time when you had to be assertive in giving directions to others.
- What are the most important aspects for a successful team?
- Give us an example of a team that didn’t work. How did you work through the problems and still maintain persistence to complete the assigned project or task?
- Give us an example of when you had to provide strong leadership.
- As a member of a team, what approach to you use to establish a common approach to a problem?
- What are the advantages of diversity in the workplace?

Closing the Interview

- Do you have any questions?
- How do you feel you performed during this interview?
- If there was one reason why we should select you over the other applicants, what would that be?