Sample Interview Questions

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| **Background,****skills overview, job/culture fit** | * What attracted you to this position and why?
* Please describe current or prior work experience and education that have prepared you for this position.
* Are there any other interests, skills, accomplishments, or experiences that you would like to share with us that would make you an asset in this position?
* How do you describe your work style?
* Describe your experience within a higher education setting.
* Why VCU and why now?
* What challenges are you looking for in this position?
* What would you consider to be your particular strength(s)?
* How would your background and experiences strengthen this academic department?
* How will your teaching, research and service activities interrelate, and how will you work to integrate them?
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| **Communication****Skills** | * Tell me about a time in which you had to use your verbal communication skills in order to get a point across that was important to you.
* Give me an example of a time when you were able to successfully communicate with another person, even when that individual may not have personally liked you.
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| **Conflict****Management/ Resolution** | * Give me an example of a specific occasion in which you conformed to a policy with which you did not agree.
* Think of a situation where you distrusted a coworker/supervisor

 resulting in tension between you. What steps did you take to improve the relationship? * How do you handle conflict? Please provide an example.
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| **Coping Skills/ Resilience** | * Give me an example of a time you worked particularly well under a great deal of pressure. How did you handle the situation?
* Think about a time when you felt overwhelmed or stressed out. How did you handle it?
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| **Creativity** | * Give me an example of a project where you came up with the idea and managed the process start to finish.
* Describe a creative or innovative idea that you produced which lead to a significant contribution to the success of an activity or project.
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| **Customer****Service** | * Provide an example of a particularly challenging interaction you have had with a customer or coworker. How did you handle it?
* At times, we must all deal with difficult people. This can be a challenge when it is someone with whom we need to develop a cooperative relationship. Tell me about a time you were successful in developing a cooperative relationship with a difficult person at work.
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| **Decision Making** | * Give an example of a time in which you had to be relatively quick in coming to a decision. What was the outcome?
* Give an example of a time in which you had to use your fact finding

 skills to gain information for solving a problem. How did you analyze  the information to come to a decision?  |
| **Detail****Orientation** | * Give an example of a task you had to complete that required the tracking of many details. What system did you put in place to track the details?
* And what did you do to make sure all the details were completed?

 Please give an example where your attention to detail resulted in a successful outcome. |
| **Diversity** | * Tell us about your experience working with people from diverse backgrounds?
* Please define what diversity means to you and tell us about your experience working with diverse populations.
* VCU is an Equal Opportunity Employer and we believe it is important for all of our employees and students to feel

 welcomed and respected. Give us an example of a time when you  worked with someone who was different from you? What did you learn? * How do you promote an appreciation of cultural and individual differences in the workplace?
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| **Goal Setting/ Orientation** | * Tell me about your greatest career achievements. Why did you pick those examples?
* Tell me about your career plan and what you have done so far to accomplish it.
* Describe the most significant plan or program that you ever developed or implemented.
* Can you please give us examples of any significant accomplishments you have had in which you contributed to advancing the goals/objectives of the university and/or organization?
* What motivates you to do your best?
* What are your professional goals?
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| **Integrity** | * Describe an instance in your professional life when you believe you made a mistake or wrong decision. How did you resolve it? What did you learn from this instance? Does this experience continue to influence your decision-making?
* How would you handle a request that needed immediate attention for which you did not have the authority to answer or were unsure of the answer and your immediate supervisor was not available?
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| **Interpersonal****Skills** | * Give an example of a time when you had to carefully analyze another person or situation in order to be effective in guiding your action or decision.
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| **Leadership****Skills/Influence** | * What are three effective leadership qualities you think are important?
* Give examples of how you have demonstrated these qualities in your past/current work situation.
* Give me an example of a time in which you felt you were able to build motivation in your coworkers or subordinates at work.
* Can you share with the committee a bit about yourself, your career path, and what appeals to you about this leadership opportunity at VCU?
* Can you please describe the scope of your experience in leading a complex university and/or organization?
* What experience do you have in developing strategic goals and objectives for \_\_\_\_\_\_\_\_\_\_?
* Can you please describe your leadership style and your experience leading and mentoring a professional team?
* Can you provide an example(s) of how you had lead a significant change in an organization? Were you successful and might you have done something differently?
* What do you consider to be the major issues and challenges facing public education?
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| **Mission-****Centered** | * What is your understanding of the Mission of VCU?
* What aspects of VCU’s Mission Statement appeal most to you?
* How does your work fit in with the mission of VCU?
* What are your prior experiences that help you relate to the University

 Mission?* What do you think is the single, most important characteristic of an employer? What workplace values are important to you?
* If you are selected for this position, how would you support the

 University’s Mission? |

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| **Multi-Tasking****and Follow****Through** | * Give me an example of a time when you had to juggle several important activities and projects in a limited amount of time. Did you stay on top of all of them? How?
* Tell me about a time that you willingly took on more work even though you were already busy. How were you able to get everything done?
* Describe situations in the past where you have had to handle multiple tasks or priorities at the same time. How did you handle it?
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| **Organization/****Planning Skills** | * What did you do in your last job in order to be effective in your organization and planning? Be specific.
* Give me a specific example of a time when you did not meet a deadline.
* How did you handle the subsequent situation?
* Describe a time when you took the initiative to do something that needed to be done, even though it wasn’t really your responsibility. What circumstances prompted you to act?
* Please give an example where your organizational skills resulted in a successful outcome.
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| **Problem Solving** | * Describe your problem-solving abilities. Give us an example of how you have used them to evaluate and solve a difficult situation.
* Please provide an example of when you needed to resolve a difference of opinion with other employees, in or outside your department, which was holding up the timely completion of a project or significant task. What did you learn from that experience?
* Can you please provide an example of how you have used creative approaches to problem solving?
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| **Process****Improvement** | * Do you have any experience with process improvement projects? If yes, please describe the project, the project’s goals, your role and contribution.
* Tell me about a suggestion you made to improve the way job processes/operations worked. What was the result?
* Continuous quality improvement is important to this role. Give us an example of how you have contributed as a team member or team leader on an improvement project.
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| **Research** | * What are your future research goals?
* How does your research enhance your teaching?
* Please tell us about your research interests and how you see that fitting in with the department’s/college mission/direction.
* Tell us about your research interests and how you see your research program developing over the next few years. How well developed will your network of research contacts be?
* How will you develop your research agenda as a faculty member?
* What type of resources would you require to successfully continue your research agenda?
* What are your research interests?
* In your research, do you prefer to collaborate or work alone? Why?
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| **Self-Motivation** | * Describe a situation where you have been able to go outside of your role to add even greater value to your organization.
* Provide an example of a time you were asked to complete a project requiring a skill you did not have. What did you do?
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| **Service** | * Tell us about your service experiences.
* How have you managed your services commitments with teaching, office hours, and research in the past?
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| **Teaching** | * Describe your teaching philosophy.
* What do you think are the most important attributes of a good instructor?
* How would you incorporate VCU’s “Make It Real” into your teaching?
* Tell us about your teaching methods, philosophy and goals.
* What excites you about teaching?
* Tell us about a time when you successfully managed a difficult student and a time when you did not successfully manage a difficult student.
* Describe the highlights of your academic and teaching careers.
* How would you describe yourself as an instructor? How would you describe your teaching style?
* What motivates you? How would you motivate students?
* Describe a successful situation in dealing with students and what you learned from it.
* What are some things you have done in your teaching career particularly well or in which you have achieved greatest success?
* If you could choose a course that you have always wanted to teach, what would it be and how would you teach it?
* What teaching strategies do you use in your University classes? What? What are the intended outcomes of these strategies?
* How do you assess the learning outcomes of your instruction?
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| **Teamwork** | * What did you do in your last job to create or contribute to a teamwork environment? Be specific.
* Describe a situation that you may have faced where the teamwork needed to be improved. What steps did you personally take to improve the situation?
* Describe a situation where you were a part of a particularly effective
* Tell me about a time when you were part of a team that did not get along or did not work well together. What happened?
* Tell me about a time you worked as a team member on a team that had one or more unproductive members. What did you do? Why did you choose to do that?
* What do you look for in your academic colleagues?
* Describe your ideal faculty colleague. In what ways do you fit the description, and in what areas do you have the most progress yet to make?
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