

COMMON

- What are your long range and short range goals and objectives, when and why did you establish these goals and how are you preparing yourself to achieve them?
- What specific goals, other than those related to your occupation, have you established for yourself for the next 10 years?
- What do you see yourself doing five years from now?
- What do you really want to do in life?
- What are your long-range career objectives?
- How do you plan to achieve your career goals?
- What are the most important rewards you expect in your business career?
- What do you expect to be earning in five years?
- Why did you choose the career for which you are preparing?
- Which is more important to you, the money or the type of job?
- What do you consider to be your greatest strengths and weaknesses?
- How would you describe yourself?
- How do you think a friend or professor who knows you well would describe you?
- What motivates you to put forth your greatest effort?
- How has your college experience prepared you for a business career?
- Why should I hire you?
- What qualifications do you have that make you think that you will be successful in business?
- How do you determine or evaluate success?
- What do you think it takes to be successful in a company like ours?
- In what ways do you think you can make a contribution to our company?
- What qualities should a successful manager possess?
- Describe the relationship that should exist between a supervisor and those reporting to him or her.
- What two or three accomplishments have given you the most satisfaction? Why?
- Describe your most rewarding college experience.
- If you were hiring a graduate for this position, what qualities would you look for?
- Why did you select your college or university?
- What led you to choose your field or major study?
- What college subjects did you like best? Why?
- What college subjects did you like least? Why?
- If you could do so, how would you plan your academic study differently? Why?
- What changes would you make in your college or university? Why?
- Do you have plans for continued study? An advanced degree?
- Do you think your grades are a good indication of your academic achievement?
- What have you learned from participation in extracurricular activities?
- In what kind of a work environment are you most comfortable?
- How do you work under pressure?
- In what part-time or summer jobs have you been most interested? Why?
- How would you describe the ideal jobs for you following graduation?
- Why did you decide to seek a position with this company?
- What do you know about our company?
- What two or three things are most important to you in your job?
- Are you seeking employment in a company of a certain size? Why?

- What criteria are you using to evaluate the company for which you hope to work?
- Do you have a geographical preference? Why?
- Will you relocate? Does relocation bother you?
- Are you willing to travel?
- Are you willing to spend at least six months as a trainee?
- Why do you think you might like to live in the community in which our company is located?
- What major problem have you encountered and how did you deal with it?
- What have you learned from your mistakes?

TARGETED

COOPERATION WITH CO-WORKERS

- Tell me about the types of people you have trouble getting along with.
- What types of people have trouble getting along with you?
- Do you prefer to work by yourself or with others?
- How would your co-workers describe you?
- The successful candidate for this position will be working with individuals who have been with the company for a long time. How will you mesh with them?
- What is your role as a group member?
- What kind of people did you have contact with on your previous jobs?
- What kind of person do you get along with the best?
- What difficulties have you had to tolerate on your previous jobs?
- Define cooperation.
- Tell me about an occasion when, in difficult circumstances, you pulled a team together.
- What do you find most challenging in working with co-workers?

DECISION MAKING

- Tell me about two good decisions you've made and two poor decisions and your reasons for them. Why were they good or bad? What were your alternatives?
- What do you do when you are forced to make decision without enough information and/or time to fully evaluate the situation?
- Give me an example of a difficult decision you had to make, and the process you used to make it.
- Can you describe how you go about solving problems? Please give us some examples.
- Do you prefer to take your time to think things through or do you usually make up your mind quickly?
- Give examples of which kinds of decisions you make quickly and ones you take more time on.
- On the basis of the information you have received so far, what do you see as the major challenges of this position and how would you meet them?
- What is the biggest conflict you have ever been involved in at work? How did you handle that situation?
- Think about an instance when you were given an assignment that you thought you would not be able to complete. How did you accomplish the assignment?
- Have you ever had a great idea but been told that you could not implement it? How did you react? What did you do?
- Describe a situation in which you did "all the right things" and were still unsuccessful. What did you learn from the experience?
- What was the level of your decision-making authority in past positions?
- Give an example of a decision you made that turned out better than you believed possible.
- Describe a time when you made a decision in the absence of a clear policy regarding the issue.
- What has been one of the most difficult decisions you have had to make on the job? What facts did you consider? How did you reach your decision?
- Give an example of a time in which you had to make a decision quickly.
- When (if ever) have you delayed making a decision to give more thought to the situation?

- Describe a time when you did not have all the information you needed to make a completely informed decision. What did you do?
- Tell me about a time when you were forced to make an unpopular decision.

AGILITY & FLEXIBILITY

- Tell me about the last change which occurred in your office. How did you handle it?
- I'm interested in hearing about the last time you took a work related risk. Was it the right decision?
- What level of management are you most comfortable with?
- Tell me about a time when an emergency caused you to reschedule your work/projects.
- When did you go above and beyond the call of duty to get your job done?
- Give an example of a time when the scope or structure of a project changed. How did you modify your plans/actions? What was the outcome?
- Give an example of a time when you had two important projects competing for your time. How did you handle? What happened?
- Describe a time in which you had to adjust quickly to changes over which you had no control.
- What was the impact of the change on you? On your work or project?
- Give me an example of how you have used your skills to adjust to varying work flows and differing assignments in the past.
- Tell of a time when you were confronted with a difficult change and discuss how you were impacted. How did you respond to the change?
- Give me an example of a time when your job responsibilities changed and how you dealt with it.
- Tell me about a time when there was an unexpected event that resulted in you having to take on additional duties.
- Recall a time when your leader assigned you a task that you considered outside your job description. How did you handle the situation? What was the outcome?
- Give me an example of a busy day and how you handled additional responsibility.
- Tell of a time when you worked with a colleague who was not completing their share of the work. How did you handle the situation and what was the result?

GETTING ALONG WITH OTHERS

- Describe the most difficult interpersonal challenge you have faced and what you did about it.
- What have you been criticized for that you've heard from more than one source?
- When was a request for support you felt was important denied by a superior? Why was it denied? How did you deal with it?
- What has been the biggest failure or frustration in your business life?
- Tell me about what you have done to establish positive relationships with your co-workers. Your supervisor? Your customers?
- How do you deal with people who talk but don't listen?
- How much independence do you have in your current job? How would your supervisor answer the same question?
- How much or how little supervision do you feel is optimal?
- Describe for me your best boss. What made him or her your favorite?
- Which boss was your worst? Why?
- What do you think your boss will say when you resign?
- How could your boss have done a better job?
- What are some of the things you didn't agree with your boss about?
- Describe the relationship that should exist between supervisor and subordinate.
- What kind of boss do you like to work for?
- What constructive criticism would you offer for the way the company was run?
- Give an example of a potentially volatile situation or individual that you successfully calmed down and how you went about it.
- What did you do in your last job to contribute toward a teamwork environment? Be specific.
- What kind of people do you like? What kind of people do you dislike?

CONFLICT RESOLUTION

- How do you generally handle conflict?
- Tell me about the last time you had a conflict with a co-worker.
- Please share with us a recent conflict between you and a co-worker and how you handled it.
- Give an example of time when you had to work with someone who was difficult to get along with. Why was this person difficult? How did you handle him/her?
- Tell me about a time when you had to resolve a conflict.
- Give me an example of a time when you were able to bridge a personality conflict that existed within your work place to accomplish a task.
- Tell me about a time when you received negative feedback on your performance by a co-worker and how you handled this situation.
- Describe a situation where you had a less than perfect working relationship with someone.
- What have you done to improve it?

COMMUNICATION

- How important was communication and interaction with others on your job? How many departments did you deal with? What problems occurred?
- Describe how you have handled implementation or enforcement of an unpopular policy or procedure?
- Describe to me how you like to receive feedback, both positive and negative. Provide an example of each.
- Please provide details of a time when you had a miscommunication with a co-worker. Were you able to resolve issues on your own and what steps did you take to communicate this?
- Please share with me the most important constructive criticism you have ever received and how you used that criticism to change something about yourself.
- Tell me about an experience when you had to use a communication tool and describe the outcome.
- Give me a recent example that best shows your ability to communicate effectively.
- Listening is a valuable tool. Describe a time when good listening skills helped you overcome a communication problem or gave you an opportunity to exceed a patient or family's expectations.
- Tell me about a situation when you had to speak up (be assertive) in order to get a point across that was important to you.
- Describe the most significant written document or presentation you've written or presented.
- Who was your audience? What was the outcome of your communication/presentation?
- Give an example of a time when you communicated successfully with another person, even when that individual may not agree with your point of view.
- Give an example of a complex process / situation you had to describe to someone. What specifically did you do to make sure the information was clear?
- Describe a time when you realized you needed to make an improvement in your communication skills. What was the situation and how did you manage it?
- Describe a time when you communicated difficult information/critical feedback to your supervisor. How did you give the information/feedback?
- What has been the most challenging written assignment you have had? What made it challenging? How did you approach the assignment?

CREATIVITY

- Describe your most recent idea to improve a process at work. What steps did you take to bring the idea to life?
- Tell me about a time when you have been creative in your work. What was the situation and what did you do?
- What have you done that might be considered innovative?
- Give specific examples of how you have promoted your organization's missions and values in the past.

GOALS

- What do you want to be doing five years from now?
- Tell me what "success" means to you.
- What does "failure" mean to you?
- What was your favorite job? Why?
- Who do you think are our institution's major competitors?
- You've stayed with the same organization for years. Why have you decided to leave?
- What do you do when you're having trouble with your job?
- What do you know about our company/organization?
- What interests you most about this position?
- What was the last job related book or article you read?
- What would you change about your current job?
- What do you like best about this job? Like least?
- Do you consider yourself successful?
- What do you consider your greatest strength?
- How do you set goals for yourself?
- You have a lot of experience. Why would you want this job?
- What motivates you?

INITIATIVE

- Give me an example of projects for which you have volunteered. Why did you volunteer?
- What volunteer or social activities have helped you develop professional skills?
- What professional associates do you belong to and how involved in them are you?
- Give me an example of a new idea you suggested to your manager within the last six months.
- Discuss the committees on which you have served and the impact of these committees on the organization where you currently work.
- Describe steps you have taken to implement your idea.
- Can you share with us your ideas about professional development?
- Describe some basic steps that you would take in implementing a new program?
- How do you keep up with technological changes in your field?
- Tell us how you would use technology in your day-to-day job.
- Tell us how you would learn your new job in the absence of a formal training program.
- What new programs or services would you start if offered the position?
- How do you demonstrate initiative in your job?
- If you were hired for this job, in what areas could you contribute immediately, and in what areas would you need additional training?
- What changes and developments do you anticipate in your particular field that might be relevant to this position?
- How do you prioritize your tasks?
- At times our work load may feel unmanageable. Describe a time when you recognized that you were unable to meet multiple deadlines. What did you do about it?
- Tell us about an idea you started that involved collaboration with your colleagues that improved morale/customer service/productivity in your Department. When you had extra time available at your last job, tell me ways you found to make your job more efficient.
- What processes or techniques have you learned to make a job easier, or to be more effective?
- What was your discovery process and how did you implement your idea?
- Give me an example of a new idea you suggested to your manager within the last six months.
- Describe steps you have taken to implement your idea.
- What techniques do you use to assess and execute your plans and objectives?

- What were your objectives for last year? To what degree were they achieved? If not fully achieved, why?
- How do you communicate your goals and objectives to your co-workers? Management? Your team?
- Describe your experience setting departmental goals and objectives.
- What are some of the best ideas you've ever "sold" to your manager? To your customer?
- What do you do when you encounter resistance to your ideas?
- What have you done in the last year with your own time and money that would make you more valuable to our institution?
- What have you done that's demonstrated a high level of initiative?
- What was your greatest accomplishment in your last job and what made it successful?
- Tell me about some projects you generated on your own. What prompted you to begin them?
- What is the most effective method for setting priorities, in your opinion?
- What have you changed about yourself as a result of criticism?

INFORMATION GATHERING

- Do you have any concerns that would make you have reservations about accepting this position if it is offered to you?
- Do you have any additional information that you would like to share?
- Do you have any questions for us?
- What hours (or days) are you available to work, or unavailable?
- How do you feel about travel (or relocating) (*if applicable*)?
- Are you able to work overtime?

INTRODUCTORY QUESTIONS

- What five adjectives describe you best?
- How would you describe your character?
- Why should I consider you for this position?
- If you could change one thing about your personality, what would it be?
- Tell me about a work achievement in which you take pride.
- Tell me about a bad decision you made on the job.
- You've changed jobs frequently. How do we know you'll stick around?
- What personal qualities do you think are necessary to be successful in this job?
- How would you describe your ideal job?
- What are your top three strengths?
- What are your top three weaknesses?

MANAGEABILITY

- Tell me about your best and worst bosses.
- What do you do when you're having trouble with a boss?
- What do supervisors tend to criticize most about your performance?
- If your boss knew you were interviewing, what would he say?
- What do you feel an employer owes an employee?
- Your supervisor tells you to do something in a way you know is dead wrong. What do you do?
- If your supervisor unfairly criticized you, what would you do?
- Would you like to have your boss's job? Why or why not?
- How does your boss get the best out of you?
- Tell me about a time when your manager was in a rush and didn't give you enough attention.
- What are some of the things about which you and your boss disagreed?
- What are some of the things your boss did that you dislike?
- In what areas could your boss have done a better job?
- I would be interested to hear about an occasion when your work or an idea was criticized.

- How well do you feel your boss rated your performance?
- How does a boss get the best of you?
- Describe the best manager you ever had. The worst.

NEW GRADUATE QUESTIONS

- What extracurricular activities were you involved in?
- What activities did you enjoy the most?
- What classes did you enjoy the most? The least?
- Why did you choose your major?
- If you could start again, what major would you choose?
- Why are you applying for a job in a field other than your major?
- What did you learn from your summer jobs?
- In what courses did you get the worst grades? Why?
- Are your grades a good measure of your ability?
- Give me an example of a problem you've had at school and how you solved it.
- Tell me about an educational achievement in which you take pride.

ORGANIZATION / PLANNING / TIME MANAGEMENT

- Tell us how you go about organizing your work. Also, describe any experience you have had with computers or other tools as they relate to organization.
- What steps do you take to make sure your priority projects are accomplished?
- What experiences or skills will help you manage projects?
- Describe the top of your desk.
- Paint me a mental picture of your current office.
- Tell me about the last time you failed to complete a project on time.
- What do you do when you're having trouble solving a problem?
- What do you do when things are slow?
- What do you do when things are hectic?
- What do you do when you have multiple priorities?
- Tell me about your typical day. How much time do you spend on the phone? In meetings? Etc.
- Your supervisor left you an assignment, then left for a week. You can't reach him and you don't fully understand the assignment. What would you do?
- What aspects of your job would you consider the most critical?
- How do you organize and plan for major projects?
- How many projects do you like handling at one time?
- Describe a project that required a high amount of energy over an extended period of time.
- How do you organize yourself for day-to-day activities?
- Tell me about a task you started but just couldn't seem to get finished.

CRITICAL THINKING SKILLS

- Describe a time when you had to commit to a plan of action in an emergency. What were the details and what did you do?
- What was your most difficult decision in the last six months? What made it difficult?
- Tell me about a time when you had to solve a problem with very little guidance or direction.
- Can you tell me about a time when a slow, deliberate and methodical approach made a difference in your response to a problem?
- Describe a time when you had to analyze a problem and generate a solution. What was the result?
- Tell me about a situation that did not work out as expected. How did you handle and what were your next steps?
- Describe a time when you anticipated potential problems and developed preventive measures.

PERFORMANCE

- Tell me about your last position. What you did; people you worked for; etc.
- Tell me about the last time you made a mistake. How did you handle it and what did you learn?
- Tell me about the last time you made a good decision. What did you learn?
- Did you inaugurate new procedures in your previous positions? Tell me about them.
- If you don't leave your current job, what will happen there? How far can you advance?
- Of all the work you have done, where have you been most successful?
- What would you say are the major qualities this job demands?
- Tell me about a time that you had a difficult situation with a coworker.
- What were your most memorable accomplishments at your last job?
- What is the biggest failure you've had in your career?
- How do you go about making important decisions?
- Give me an example of a time you found a unique solution to a problem.
- Tell me about the last time you found a cost-effective solution to a problem.
- What aspects of your job do you like the least? The best?
- What kind of things bothers you most about your job?
- What were your three most important responsibilities in your last job?
- What was the most important project you worked on in your last job?
- Tell me about a time you worked on a difficult project. What was the outcome?

CUSTOMER SERVICE

- Tell me about a situation which you had to deal with an upset client, customer, staff member, or student. What was the situation and how did you handle it?
- Describe a time when you exceeded expectations of a client, customer, staff member or student.
- What was the situation and what did you do?
- Give me an example of when you've demonstrated your customer service skills.
- Please share with us your philosophy about customer service in an academic environment.
- Tell me about a time when you personally, through extra effort on your own, ensured that a customer's needs were satisfied.

PROBING PREVIOUS EXPERIENCE

- Tell me about your work history.
- What kind of work did you do?
- How did you like your prior job? What did you particularly like about it? What did you dislike about it?
- What were your wages at your prior job?
- Tell us a little more about your professional experiences, particularly those not mentioned on your resume.
- How frequently were increases given; what were they based upon -- merit, productivity or something else?
- Were you ever promoted in prior jobs?
- What benefits did you have at your prior company?
- What kind of supervisor do you like to work for?
- Describe the best boss and the worse boss you have ever had.
- How were employee problems and complaints solved at your prior jobs? Did you think it was a good procedure?
- What are some dissatisfying job experiences you've had? What are some satisfying job experiences you've had?
- Why did you leave your prior job(s)?
- What kind of references would you receive from your former employers?
- What criticism was made of your work? To what do you attribute the criticism?

SELF INSIGHT

- What prompted your decision to apply for this job?
- Why are you interested in leaving your current assignment and why do you feel that this assignment would be better for you?
- Why should we hire you? What makes you a better choice over all our other applicants?
- What in your background particularly qualifies you to do this job?
- Do you feel this position is a promotion, a lateral move, a broadening of your professional experience, or just a change? Why do you think so?
- What are your major strengths and weaknesses?
- What was the most creative thing you did in your last job? How did it happen?
- What do you consider to be your chief accomplishment in your present (previous) job(s)?
- What are one or two of your proudest professional accomplishments?

STRESS

- Tell me about a deadline you had to meet. How did you plan for it?
- Tell me about the last time pressure led you to a poor decision or mistake on the job.
- What do you do when you're burned out?
- You have worked in a fast paced environment. How do you handle the stress?
- What kinds of decisions are most difficult for you?
- What is the most difficult work situation you have faced? What stress did you feel?
- What do you do when you have a great deal of work to accomplish in a short period of time?
- What is the most frustrating thing about your current position?
- You work in a "customer is always right" environment. How do you handle the stress?

COPING SKILLS

- Describe a time when you were faced with problems or stressful situations at work. How did you work through them?
- What methods or processes have you used when you were facing a change in your job responsibilities to ensure a positive outcome for you, your department, or the organization?
- What types of things in your work have caused stress or made you uncomfortable? What did you do when those situations happened?
- Describe a situation you saw an employee or co-worker do something you thought was inappropriate. What did you do?
- Tell me about a work environment that was not ideal? What was the situation? What did you do? What did you learn?

PROBLEM SOLVING

- What steps do you take to analyze a problem before making a decision? Can you tell me about a time when you have taken these steps? What happened?
- Sometimes a small problem can be identified and fixed before it becomes a major problem. Give an example of when you have done this and what the result.
- Describe a situation where you had to research and review information for the purpose of making a decision or recommendation.
- Provide an example when you used tools such as survey data, research or statistics to define or solve a problem.
- Tell me about a time when you made an important decision with a limited amount of information.
- Required information to complete an assigned task is past due. The responsible department staff member or manager is non-responsive. Give me an example of your follow-up steps. How would you manage the process of solving the delinquency of delivery of needed information?
- Tell me about a time when you had a difficult time gathering needed information in order to complete a task? How did you manage the process particularly as it relates to follow-up?

SUPERVISORY SKILLS AND LEADERSHIP

- What do you see as the most challenging management task?
- Give an example of how you handled a situation where your guidelines were not being followed.
- What criteria do you use for delegating assignments?
- Tell me about a specific experience where you have delegated authority and/or responsibility and how it worked out.
- What are the characteristics that you prize most in an employee? What behaviors or characteristics do you find intolerable?
- Give me an example of when you went the “extra mile” to cooperate with a difficult employee or situation.
- What procedure do you use to determine the major strengths and weaknesses of employees?
- How do you think an effective supervisor should communicate with his/her employees? What do you think are the requirements to communicate well with one’s employees?
- What would you do if an employee was having personal problems that affected job performance?
- What is your basic leadership style and how do you practice it?
- What was the greatest accomplishment that displayed your quality of leadership?
- Tell me about the people you have supervised in the past.
- Name some qualities you feel are important for effective leadership. How have you demonstrated these qualities in your previous/current positions?
- How have you helped develop the skills of your staff, colleagues, or superiors?
- Tell me about a project/idea that you initiated. Explain how you communicated progress to your team.
- Explain a situation where you had an opinion that differed from a manager. Were you able to persuade the manager to change his or her opinion?
- Tell me about a time when you delegated a project effectively.
- Describe a time when an employee or your supervisor gave you feedback on a leadership skill you needed to develop. What was the skill and what did you do? What was the outcome?
- What are some of the ways you reward and recognize your staff? Provide examples of when you have done this.
- How do you motivate people?
- Have you ever fired anyone? Why?
- Have you ever hired anyone? Why did you choose them?
- What do you do when you're having trouble with your employee?
- Have you ever had to make unpopular decisions? How did you communicate it to your workers?
- What type of supervisory training have you completed?
- Tell me about a difficult situation that you have had with an employee. How did you handle it?

TECHNICAL QUESTIONS

- Tell me about the types of word processing you did on your last job.
- What would you say are the major technical skills needed for this position?
- What was more important on your job, written or oral communication?
- How do you merge a file in Microsoft Word?
- What kind of on-the-job training did you receive at your last job?
- What certifications/classes have you completed this last year?
- Describe the types of documents you deal with on a daily basis.
- What software programs do you use most often in your current position?
- Describe in detail your experience with computer software programs.
- Give an example of a project or report that you have completed using Microsoft Access.

TRAINING AND EDUCATION

- What training/education other than high school or college have you had that has assisted you in your career?
- Why did you choose the particular college you attended?
- What determined your choice of major?

- How do you think college contributed to your overall development?
- What are the three college courses that best prepared you for your current job?
- In what professional development activities have you been involved over the past few years?
- What new skills have you learned over the past year?
- How would you characterize your level of computer literacy? What are some of the programs and applications with which you are familiar?
- What special training do you have that is relevant to this position?
- What licenses or certifications do you have that are relevant to this position?
- What professional affiliations do you have that are relevant to this position?

WORK ATTITUDE

- Describe your ideal job.
- Tell us about your preferred work environment.
- How would you describe your attendance and punctuality?
- How many times were you tardy for work in the last year you worked?
- What do you consider to be good attendance?
- What do you consider a legitimate reason for missing work?
- Do you know of any reason why you would not be able to get to work on time on a regular basis?
- What is most important to you in a job?
- Do you prefer a pre-established work plan (you provide input) or do you prefer a range of broad goals from which to select?

DIVERSITY

- Working with people from different backgrounds or cultures can present challenges. Describe a time when differences in background made communication or work challenging. How did you handle the situation?
- Tell me about a time when you worked with someone from a different background/culture than yours. What did you do to ensure that there was good communication between the two of you? **OR** What steps did you take to make the individual feel at ease?
- Do you have experience advocating for diversity? Can you provide an example?
- Please describe your experience working with a diverse group of individuals
- What is your experience in supervising a diverse group of employees with varied backgrounds and skills? How have you ensured the best fit of employees for each job?
- How do you feel about diversity in the workplace? Give us some examples of your efforts to promote diversity.

CONTINUOUS LEARNING

- In your previous position, what specific skills or competencies did you seek out to better yourself in that role?
- Tell me about a job that you held in the past where continuous learning was necessary and important. How did you continue to grow your knowledge, skills and expertise? How did you apply new learning to your position?
- Describe a time when you realized you needed additional skills or knowledge to be successful.
- What was your approach to gaining these skills?
- Tell me about a specific situation when you did not have the knowledge or skill to complete a task or assignment. What did you do?

ACCOUNTABILITY

- Describe a situation where something that you did had a negative outcome. What did you do to turn the situation around?
- Can you explain a situation when you have made a mistake? What did you do about it?
- Tell me about a time when you had "down time" at a job. How did you handle this situation?

DILIGENCE

- Getting the job done sometimes requires persistence in the face of obstacles, such as time demands and shifting priorities. Tell me about a time when you were very persistent in order to achieve goals. Be specific.
- Describe a time when you had to do a job that was particularly uninteresting. How did you keep yourself focused and motivated to complete the task?

EMOTIONAL INTELLIGENCE

- Describe a work situation in which a project that was important to you was delayed or postponed. How did you respond? What were your next steps?
 - Describe a time when you received feedback about your performance that was not positive.
 - What did you do?
 - Tell me about a time when you had to be very analytical and focused in a situation that was personally sensitive and emotional.
 - Describe a time when you used good judgment in solving a problem.
 - Give me an example of a time when you had to keep from speaking or making a decision because you did not have enough information.
 - Give me an example of a time when you had to be quick in coming to a decision. What happened and what did you do?
 - Provide an example of how you reached a decision by reviewing facts, information at hand and available options. What was the situation and what did you decide?
 - Describe a situation where you handled decisions under pressure or when time limits were a factor. What was the outcome?
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Some of this content is adapted from:

Lee, Christopher D. Search Committees: A Tool Kit for Human Resource Professionals, Administrators, and Committee Members College and University Professional Association for Human Resources, 2000

Job Interview Questions Do's & Don'ts, Texas A&M University, 2015