



APPENDIX G

USEFUL INTERVIEW QUESTIONS

Following is a list of questions that have proven useful to school district personnel as they interview potential employees. Specific questions may not be applicable for all positions or in all school organizations. They are presented only as a resource and do not in any way represent a standard or an agreed-upon convention.

Warm-up Questions:

- What are your interests?
- What made you apply for this position?
- Why do you want to work for this organization?

Work History:

- How do you feel about your current job?
- Why are you leaving your current job?
- What are your major responsibilities in your current job?
- What have you done particularly well (i.e., your greatest success) in your current job?
- What are some of the challenges you encounter in your current job? Which ones frustrated you the most? What do you do about them?
- What aspects of your current job do you find most difficult, and why?
- Are there certain aspects of your current job that you feel more confident doing than others? What are they, and why do you feel that way?
- What do you want from your next job that you are not getting from your current job?
- Can you describe one of the most important accomplishments in your career?
- Can you describe one or two of the biggest disappointments in your career?
- What is important to you in a job? Why?
- What would you like to avoid in a job? Why?
- What kinds of co-workers do you like to work with best? Why?
- Which of all your jobs have you liked the best? The least? Why?
- What would you say was the most, or least, promising job you ever had? Why?
- What kind of an organization do you most prefer to work for?
- What specific aspects of your work experience have prepared you for this job?

Leadership:

- What kinds of supervision have you received in previous jobs?
- What kinds of supervision have you used with your subordinates?
- How much time do you spend supervising?
- How much time do you spend doing detail work (i.e., not supervising)?
- What kind of working relationship do you want to have with the person you report to?
- What kind of working relationship do you want to have with a person who reports to you?
- What has been your greatest risk with regard to managing staff and/or projects?
- What is your experience developing and managing budgets?
- What is your management style?

Education and Training:

- How do you feel your education and training will relate to this job?
- What areas would you most like additional training in if you got this job?
- Can you give an example of a time when you felt you needed to improve your skills?

Career Goals:

- Where does this job fit into your overall career plan?
- Why did you choose to pursue this kind of career?
- What makes you feel that is the best career path for you?
- What kind of job do you see yourself holding five years from now?
- How will this job help you achieve your career goals?
- What would you most like to accomplish if you got this job?
- What might make you leave this job?

**Job Performance:**

How do you think your last/current employer would describe your job performance?
How did your supervisor rate you on your most recent job evaluation? What were some of the good points and constructive criticisms of that rating?
How do you respond to constructive criticism with regard to your job performance? Give an example.
Have you ever disagreed with a supervisor about your work performance? Give an example.
What motivates you?
What are some of the techniques you use to organize your time?

Lateness and Absenteeism:

How many days of work did you miss during the last year? For what reasons?
How many times were you late for work during the last year? For what reasons?
What do you feel is a satisfactory attendance record?
How do you think problems of tardiness should be handled by a supervisor?
How do you think problems of absenteeism should be handled by a supervisor?

Self Perception:

How would your co-workers describe your job performance?
How important to you are other people's opinions of your work performance?
Can you describe yourself and your work ethic?
What are your professional strengths? Weaknesses?

Listening and Oral Communication Skills:

What do you think the role of listening is in good management?
How do you react to someone who dominates a discussion?
What is the worst communication problem you have experienced? How did you deal with it?
Do you think your co-workers perceive you as a good listener? Why?

Salary:

What is your salary history?
What are your current expectations for compensation?
What are your future (e.g., 1-3 years from now) expectations for compensation?

Closing Questions:

Why should we hire you?
What makes you think you that you might be the most qualified candidate?
What would you like to know about our organization?
Is there anything else you would like to mention that we haven't discussed?
Do you have any other questions?

Questions for Additional Scenarios:

If you could have the "perfect job," what would it be?
Can you give an example of how you handled a "problem" employee or co-worker in your last job?
Can you describe a situation in which you felt it was justified to modify standard policies and procedures?
Can you give an example of how you handled a communication problem in your last job?
What have you accomplished in your current job that you felt was creative?
Can you give an example of a quick decision you had to make that you were proud of?
Can you give an example of an important goal you had and how you worked to achieve it?
Can you give an example of how a management change affected your work for the better, or for the worse?
Can you give an example of a time when you had to "roll with the punches"?
How do you deal with deadlines and work under pressure? Give an example.
Are you overqualified for this job?