

## 100 Questions for Interviews

1. How do you succeed in working under pressure?
  2. What have been your three most important responsibilities in your current job (as a student)?
  3. How did you divide your time among your major areas of responsibility?
  4. How important is communication and interaction with others on your job, position, etc.?
    - 4a. How do you communicate and interact with others?
  5. What is more important in your job, position, (to be successful), written or oral communication?
  6. Tell me about a time when you had a project that required you to interact with different levels within the institution-people above and beneath you. How did you do this?
    - 6a. Who caused you the most problems in executing your task?
    - 6b. With whom were you more comfortable?
  7. Have you ever had to make an unpopular decision?
    - 7a. Tell me about an unpopular decision you had to make.
    - 7b. How long did it take you to make the decision?
  8. Some people feel that spending so much time on one job, position, etc., demonstrates a lack of initiative. How do you feel about that?
  9. In what ways has your job, or current status as a student, prepared you to take on greater responsibilities?
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10. Why did you apply for this position (institution)?
  11. What do you know about us?
  12. What do you expect out of this job, career, major, institution, etc.?
  13. What do you like best and least about this job, institution, department, etc.?
  14. How will this job (major, career) help you reach your long-term goals?
  15. What reservations do you have about working (studying) with us?
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16. What personal qualities do you think are necessary to make a success of this job (major, career)?
  17. Do you consider yourself successful?
  18. How do you rank among your peers?
  19. What have you done that you are proud of?
  20. What do you consider your greatest strength?
  21. Tell me about a responsibility you have enjoyed.
  22. Can you tell me about a project that really got you excited?
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23. Have you worked with a group like this before?
    - 23a. How was it like?
  24. In working with new people, how do you go about getting an understanding of them?
  25. What is your role as a group member?
    - 25a. Tell me about a specific accomplishment you have achieved as a group member?
  26. What type of person do you get along with best?
    - 26a. What types of people do you find it difficult to get along with?
    - 26b. How do you manage to get along with these types?
    - 26c. Tell me about a difficult situation you had with one of these people, and what happened?
    - 26d. What did you learn from this experience?
  27. What difficulties do you have to tolerating people with different backgrounds and interest from yours?
  28. Define cooperation.
  29. Tell me about an occasion when, in difficult circumstances, you pulled the team together?

30. Have you ever had to build motivation or team spirit with coworkers?
31. What are some of the things you find difficult to do?
32. What kind of decisions are most difficult for you?
  
33. Do you set goals for yourself?
  - 33a. Tell me about an important goal you set recently.
  - 33b. What have you done to reach it?
  - 33c. Do you always reach your goals?
  - 33d. Tell me about a time when you failed to reach a goal.
34. How many projects can you handle at a time?
35. Describe a typical day (morning, afternoon, weekend, etc.) for me.
36. What problems do you normally experience in getting things done?
37. Describe a project that required a high amount of energy over an extended period of time.
38. What do you do to keep your enthusiasm up?
39. When you have a great deal of work to do that requires extra effort and time, where does your energy come from?
40. Tell me about a time when an emergency caused you to reschedule your project.
41. How do you organize yourself for day-to-day activities?
42. Is it ever necessary to go above and beyond the call of duty to get your job done?
43. How do you plan your day?
44. Tell me about a time when you came up with a new idea.
  - 44a. How did you get it approved and implemented?
45. Can you think of a time when another idea was rejected?
  - 45a. Why was it rejected and what did you do about it?
  
46. Think of a crisis situation where things got out of control. Why did it happen and what was your role in the chain of events?
47. What was the most difficult situation you have faced?
  - 47a. What stress did you feel and how did you react?
48. What do you do when you have a great deal of work to accomplish in a short time-span?
  - 48a. How have you reacted?
49. I'd be interested to hear of a time when you couldn't complete a task due to lack of support or information?
50. Tell me about an occasion when your performance didn't live up to your expectations.
  
51. Are you willing to go where the company sends you? (explore different possibilities to accomplishing your studies, e.g. study abroad, service opportunities, etc.)
52. What are your reservations about living/working on campus?
53. How would working (taking classes) on evenings and weekends affect you?
  
54. What books have had the greatest effect on your life?
  - 54a. Why did this particular book have the greatest effect on you, and how has it changed you?
55. What book are you currently reading?
  
56. How do you define a successful career?
57. How do you take direction?
58. How do you take criticism?

59. I would be interested to hear about an occasion when your work or an idea was criticized?
60. For what have you been most frequently criticized?
61. What problems do you experience when working alone?
62. Tell me about a time when there was a decision to be made and your boss (teacher, advisor, person in charge) was absent.
63. What do you do when there is a decision to be made and no procedure exists?
64. Give me an example of a time when you were told no.
  - 64a. What did you do in response?
65. Recall for me a time when those around you were not being as honest or direct as they should have been.
  - 65a. What did you do?

66. You certainly are a most interesting person. Tell me about yourself.
67. When was the last time you got really angry (upset)?
  - 67a. What caused it?
68. Tell me about the last time you felt anger (disagreement, frustration) on the job.
69. Tell me about a time you felt adequately recognized for your contributions.
70. What kind of rewards are most satisfying to you?
  - 70a. How does this affect the effort you put into your job?

71. Why should I offer you the job (scholarship, etc.)?
72. What can you do for us that someone else cannot do?
73. What special (unique) characteristics should I consider about you as a person?

74. What have you done that shows initiative and willingness to work?
75. Which of your school years was the most difficult?
76. Would you consider further education? (beyond the requirements for graduation, the undergraduate degree, etc.)
77. Can you forget your education and start from scratch?
78. How do you spend your vacation while at school?
79. Where do you see yourself six months from now?

80. Explain your understanding of your job's responsibilities. (as a student, a leader, etc.)

81. Define commitment.
82. Give an example of a commitment that you made, but about which you had a change of heart. How did you handle it?

83. How would you describe your school/college to someone from another school/college/country?
84. Describe the most challenging experience you encountered in your school?
85. What are some of the challenges you anticipate facing in our institution?

86. How have you worked toward becoming an effective leader?
87. Define leadership.
88. How have you grown personally and professionally in the last two years?

89. What are the three most important educational issues in the U.S. today?
  - 89a. How will these issues affect your professional development?
  - 89b. How would you adapt your professional development to face these issues?
90. Describe an ideal learning environment.
  
91. Describe a situation in which you felt you were treated unfairly. How did you handle it?
92. Describe a situation in which you experienced extreme intensity. How did you handle it?
93. Give an example of a situation that required you to be flexible in order to accomplish a given task.
94. Give an example of a time when you had to adjust or adapt yourself to a situation.
  
95. How do you represent your institution within your community?
96. Describe a time when you had to respond to negative comments about education in general or about public/private education in particular.
97. How do you keep abreast of domestic and world affairs?
98. Give an example of a positive experience in your domestic or international travel experience.
99. Give an example of an unpleasant encounter in your domestic or international travel experience.
100. What other language(s) do you speak?