

## Sample Interview Questions

1. Tell me a little about yourself?
2. Why did you apply for this position? What about it appeals to you?
3. What are your strengths? What are your weaknesses?
4. Have you ever been responsible for collecting, assimilating, storing and reporting on data? To what end?
5. How well do you handle confidential information? Can you explain further?
6. What kind of reports have you developed, created or produced?
7. Give me an example of a project you needed to complete, how did you prioritize and produce it?
8. How do you learn new technology?
9. What are your grammar and writing skills like?
10. Are you well organized?
11. How well do you meet deadlines?
12. How well do you work with students, faculty, co-workers? If asked, what would they say about you?
13. How do you handle conflict? Give me an example of a difficult situation that you had to work through.
14. How well have you worked with your previous supervisor's to date?
15. What kind of work pressures do you find the most difficult to deal with?
16. Do you prefer working independently or as part of a team?
17. How do you handle yourself under pressure or stress?
18. Tell me about some of your most notable accomplishments?
19. What is an ideal job for you? Where do you see yourself in 3 years?
20. Why are you looking?
21. Tell me about a time when you were challenged by a project, a team member, a supervisor?
22. What questions do you have for me?
- 23.

## Questions That You May Want To Ask During An Interview

1. Can you give me more detail about the position's responsibilities?
2. How long has this position been open? Is this a new position? If so, why was it created? If not, why did the person who held this position leave the position?
3. What particular aspects about my background and experience interest you?
4. What are the skills and attributes you believe are most needed to be successful here?
5. What is a typical day like?
6. How can I most quickly become a strong contributor within the team/school/department?
7. What are the most challenging aspects of the job for which I am being considered?
8. What are the goals you have for this position?
9. What are the personal characteristics you are seeking for the individual who will fill this role?
10. How will my performance be evaluated, and at what frequency?
11. What type of training is required and how long is it? What type of training is available?
12. What would my first assignment/project/class/program be?
13. How regularly do performance evaluations occur?
14. Did my résumé raise any questions I can clarify?
15. Where are you in the hiring process? What's our next step?
16. If I don't hear from you within (time period), would it be okay to call you?