

## Anthropology Department Chair Interview Questions

1. What kind of experience do you have studying objects and structures recovered by excavation to identify, date, and authenticate them and to interpret their significance?

2. Walk me through how you write, present, and publish reports that record site history, methodology, and artifact analysis results, along with recommendations for conserving and interpreting findings.

3. What is a method you use to compare findings from one site with archeological data from other sites to find similarities or differences? Have you tried other methods?

4. Tell me about the last time when you collected artifacts made of stone, bone, metal, and other materials, placing them in bags and marking them to show where they were found.

5. Share an experience where you presented findings from archeological research to the general public. How was your findings received?

6. What is your approach on leading field training sites and train field staff, students, and volunteers in excavation methods?

7. Describe an experience where you researched, surveyed, or assessed sites of past societies and cultures in search of answers to specific research questions. What did you find interesting?

8. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

9. Share an experience you had in dealing with a difficult person and how you handled the situation.

10. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

11. Tell me about a recent experience you've had working with your hands.

12. How do you stay fit in order to perform physical activities that are required in the workplace?

13. Tell me how you organize, plan, and prioritize your work.

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14. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

15. Share an experience when you applied new technology or information in your job. How did it help your company?

16. Would you consider analyzing data or information a strength? How so?

17. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

18. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

19. Share a time when you successfully used scientific rules or methods to solve a problem at work.

20. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

21. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

22. Describe how to best assess archeological sites for resource management, development, or conservation purposes and recommend methods for site protection.

23. What is your experience recording the exact locations and conditions of artifacts uncovered in diggings or surveys, using drawings and photographs as necessary?

24. Tell me about how you create a grid of each site and draw and update maps of unit profiles, stratum surfaces, features, and findings.

25. In your opinion, how important is it to consult site reports, existing artifacts, and topographic maps to identify archeological sites?

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26. Describe an experience when you developed and tested theories concerning the origin and development of past cultures. Did you discover something new?

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27. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

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28. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

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29. What is your process when describing artifacts' physical properties or attributes, such as the materials from which artifacts are made and their size, shape, function, and decoration?

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30. Walk me through how you clean, restore, and preserve artifacts.

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31. Name a time when you created artifact typologies to organize and make sense of past material cultures.

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32. Do you have any experience teaching archeology at colleges and universities? How was it received by the students?

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33. Provide an example when your ethics were tested.

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34. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

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35. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

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36. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

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37. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)

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38. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the

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candidate is dependable.)

39. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

40. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

41. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

42. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

43. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

44. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

45. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

46. Provide an example of when you were persistent in the face of obstacles.

47. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

48. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

49. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?

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50. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?
51. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
52. Share an experience in which your willingness to lead or offer an opinion helped your company.
53. Name a time when your creativity or alternative thinking solved a problem in your workplace.
54. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
55. What is the key to success when communicating with the public.
56. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)
57. Name a time when your patience was tested. How did you keep your emotions in check?
58. Provide a time when you dealt calmly and effectively with a high-stress situation.
59. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
60. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
61. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.