| 1. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful? |
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| 2. Describe an experience in which you successfully prepared and/or delivered a lecture to undergraduate or graduate students on a business topic. What metods made you successful? |
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| 3. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer. |
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| 4. 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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| 5. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them. |
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| 6. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 7. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.) |
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| 8. Tell me how you organize, plan, and prioritize your work. |
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| 9. What are some long-range objectives that you developed in your last job? What did you do to achieve them? |
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| 10. Share an experience when you applied new technology or information in your job. How did it help your company? |
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| 11. Give me an example of when you thought outside of the box. How did it help your employer? |
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| 12. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem. |
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| 13. Would you consider analyzing data or information a strength? How so? |

| 14. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |
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| 15. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant? |
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| 16. 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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| 17. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem. |
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| 18. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact? |
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| 19. Please share an experience in which you presented to a group. What was the situation and how did it go? |
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| 20. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.) |
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| 21. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome? |
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| 22. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task. |
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| 23. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.) |
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| 24. Provide an example when your ethics were tested. |
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| 25. Share an effective technique you have used evaluate and grade students' work. |
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| 26. 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. |
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| 27. What factors do you consider when preparing course materials? |
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| 28. Provide an effective method you have used to initiate and facilitate classroom discussions. Share an experience. |
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| 29. Name a time when your patience was tested. How did you keep your emotions in check? |
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| 30. Provide an experience in which you were sensitive to somone's needs or feelings. How did your helpfulness affect your work environment? |
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| 31. 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.) |
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| 32. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed? |
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| 33. 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.) |
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| 34. Share an experience in which your willingness to lead or offer an opinion helped your company. |
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| 35. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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| 36. Describe an examination you administered which was effective. How about one which was not as effective? |
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| 37. Share an effective method you have used to keep abreast of developments in your field. Provide an experience. |
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| 38. Share an experience in which your ability to consider the costs or benefits of a potential action helped you |

| choose the most appropriate action. |
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| 39. Name a time when your creativity or alternative thinking solved a problem in your workplace. |
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| 40. 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.) |
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| 41. What is the state of your student records? What is one thing you would like to improve upon? |
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| 42. Provide an example of when you were persistent in the face of obstacles. |
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| 43. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? |
| (Make sure the candidate is flexible.) |
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| 44. Describe how you plan, evaluate, and revise curricula, course content, materials, and/or methods of |
| instruction. Share an experience. |
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| 45. 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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| 46. Provide a time when you dealt calmly and effectively with a high-stress situation. |
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| 47. Share an experience in which your regular office hours helped you in assisting your students. |
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| 48. Provide an example of a time when you successfully organized a diverse group of people to accomplish a |
| task. |
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| 49. Tell me about the last time you monitored or reviewed information and detected a problem. How did you |
| respond? |
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| 50. Provide an effective method you have used to advise students on curricula and career issues. Share an |
| experience. |
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| 51. Describe research you have conducted. How did you publish your findings? |

| 52. What factors do you consider when selecting class materials and supplies? |
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| 53. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results? |
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| 54. Describe an experience in which you performed administrative duties, e.g. serving as department head. |
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| 55. Share an experience in which collaborating with colleagues helped you to address a difficult issue. |
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| 56. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person. |
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| 57. Provide an experience in which collaborating with members of the business community helped you to successfully improve a program, develop a better program, and/or provide students with access to learning opportunities. |
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| 58. 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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| 59. Describe an effective course website which you developed and/or maintained. |
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| 60. Share an experience in which you successfully supervised teaching, internship, and/or research work. What methods made you successful? |
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| 61. Describe your experience serving on academic and/or administrative committes. How did your service benefit your school? |
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| 62. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior. |
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| 63. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful? |
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| 64. Share an experience in which your participation in student recruitment, registration, and/or placement activities benefited your school. |
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| 65. 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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| 66. Provide an effective method you have used to compile bibliographies for outside reading assignments. |
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| 67. Share an experience in which you successfully acted as an adviser to a student organization. |
| 68. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic. |
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| 69. Share an experience in which you provided professional consulting services. |
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| 70. Describe a time when you successfully provided personal assistance to a coworker or patron. |
| 71. What is the key to success when communicating with the public. |
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| 72. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective? |
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| 73. What is the most challenging part of budgeting for you? |
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| 74. Provide an effective method you have used to procure external research funding. |
| 75. 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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| 76. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.) |
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| 77. Tell me about a time when your ability to analyze needs and product requirements helped you create an effective design or make an informed decision to benefit your company. |