

Adjunct Art History Instructor Interview Questions

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

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2. Share an effective method you have used to explain and demonstrate artistic techniques. Share an experience.

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3. 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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4. 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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5. Share an experience you had in dealing with a difficult person and how you handled the situation.

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

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

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9. Give me an example of when you thought outside of the box. How did it help your employer?

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10. 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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11. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

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12. 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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13. What have you found to be the best way to monitor the performance of your work and/or the work of

Adjunct Art History Instructor Interview Questions

others? Share a time when you had to take corrective action.

14. 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.)

15. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

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

17. Please share an experience in which you presented to a group. What was the situation and how did it go?

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

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

20. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

21. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

22. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

23. Provide an effective method you have used to evaluate and grade students' work.

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

25. 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.)

Adjunct Art History Instructor Interview Questions

26. 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.)

27. What is the state of your student records? What is one thing you would like to improve upon?

28. What factors do you consider when preparing course materials?

29. Provide an effective method you have used to initiate and facilitate classroom discussions. Share an experience.

30. Name a time when your patience was tested. How did you keep your emotions in check?

31. Share an experience in which your willingness to lead or offer an opinion helped your company.

32. Share an effective method you have used to prepare students for performances, exams, or assessments. Provide an experience.

33. Provide an example when your ethics were tested.

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

35. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

36. Name a time when your creativity or alternative thinking solved a problem in your workplace.

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

38. Describe a time when you successfully prepared and/or delivered a lecture to students. What methods led to your success? Name one thing you would like to improve in your lectures.

Adjunct Art History Instructor Interview Questions

39. What kind of experience do you have planning, evaluating, and revising curricula, course content, course materials, and methods of instruction? Provide an example.

40. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

41. Describe an examination you administered which was effective. How about one which was not as effective?

42. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

43. Tell me about a performance group which you organized. What methods made you successful?

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

45. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

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

47. Provide a time when you dealt calmly and effectively with a high-stress situation.

48. Describe an experience in which you performed administrative duties, e.g. serving as department head.

49. What factors do you consider when selecting materials and supplies?

50. Provide an effective method you have used to keep abreast of developments in your field.

51. Share an effective method you have used to display students' work.

Adjunct Art History Instructor Interview Questions

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| 52. Share an experience in which your participation in student recruitment, registration, and/or placement activities benefited your school. |
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| 53. Share an experience in which you successfully supervised teaching, internship, and/or research work. What methods made you successful? |
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| 54. 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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| 55. What are some long-range objectives that you developed in your last job? What did you do to achieve them? |
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| 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.) |
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| 57. Share an effective method you have used to advise students on curricula and career issues. |
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| 58. Share an experience in which your regular office hours helped you in assisting your students. |
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| 59. Describe research you have conducted. How did you publish your findings? |
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| 60. 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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| 61. Provide an effective method you have used to stay informed and keep students informed of community events related to arts. |
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| 62. Describe your experience serving on academic and/or administrative committees. How did your service benefit your school? |
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| 63. Share an experience in which collaborating with colleagues helped you to address a difficult issue. |
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| 64. What is the key to success when communicating with the public. |

Adjunct Art History Instructor Interview Questions

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| 65. Share an experience in which you successfully acted as an adviser to a student organization. |
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| 66. 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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| 67. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful? |
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| 68. Provide an effective method you have used to procure external research funding. |
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| 69. Provide an effective method you have used to compile bibliographies for outside reading assignments. |
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| 70. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)? |
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| 71. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior. |
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| 72. Describe a time when you successfully provided personal assistance to a coworker or patron. |
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| 73. Share an effective approach to working with a large amount of information/data. How has your approach affected your company? |
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| 74. Share an experience in which you provided professional consulting services. |
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| 75. 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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| 76. What is the most challenging part of budgeting for you? |
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| 77. Would you consider analyzing data or information a strength? How so? |
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Adjunct Art History Instructor Interview Questions

78. 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.