

Department Chair Interview Questions

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

2. Share an experience in which you successfully supervised teaching, internship, and/or research work. What methods made you successful?

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?

4. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

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

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

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

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

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

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

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

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

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

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14. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

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

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

17. 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.

18. 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.)

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

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