

Department Chair Interview Questions

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

2. Describe research you have conducted. How did you publish your findings?

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. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

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

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

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

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

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

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

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

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

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

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14. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
15. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?
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.)
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. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
20. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
21. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
22. Name a time when your creativity or alternative thinking solved a problem in your workplace.
23. Provide an example when your ethics were tested.
24. 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.
25. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
26. What factors do you consider when preparing course materials?

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

28. 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.)

29. Tell me about an effective lecture which you prepared and/or delivered to students. How about one which was not as effective?

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