**Traditional Interview Questions**

**Icebreaker Questions**

* Tell me a little about yourself?
* Why did you choose this career?
* What do you consider to be your greatest strengths and weaknesses?
* How would a good friend describe you?
* Describe the best job you've ever had.
* How do you determine or evaluate success?
* Do you have any hobbies? What do you do in your spare time?
* What's the most recent book you've read?
* What two or three accomplishments have given you the most satisfaction? Why?
* If you were hiring a job-seeker for this position, what qualities would you look for?
* What's one of the hardest decisions you've ever had to make?
* What two or three things are most important to you in your job?

**Technical Questions**

You must base a good portion of your interview around these types of questions. These questions should be formulated by the Search Chair and committee in order to determine the technical competency of the applicant. These questions should be based on the required and preferred qualifications advertised for the position. These skills must be evaluated and measured during an interview to make sure the applicant is qualified to do specific tasks within the job. These questions are very job-type specific, and therefore, if you need advice or help, please contact Human Resources.

* Example – Please describe your experience programming in Java and .NET and tell us about some of the best projects you’ve worked on.
* Example – Please tell us about your experience with Banner?
* Example – Please tell the proper way to reconcile a budget and report the results using Excel?
* Example – When applying for grant funding, what sources have you used in the past?
* Example – Tell us about what Virginia State policies and procedures you are familiar with.
* Example – Tell us about your experience arranging travel for interviewees and department heads?

**Goal Oriented Questions**

* What are your long range and short range goals and objectives?
* What specific goals other than those related to your occupation, have you established for yourself for the next ten years?
* What do you see yourself doing five years from now? Ten years from now?
* What do you really want to do in life?
* What are your long range career objectives?
* How do you plan to achieve your career goals?
* What are the most important rewards you expect in your career?
* What do you expect to be earning in five years?
* What's more important to you -- the work itself or how much you're paid for doing it?
* What motivates you to go the extra mile on a project or job?
* In what ways do you think you can make a contribution to our company?
* Which is more important: creativity or efficiency? Why?
* Describe the most rewarding experience of your career thus far.
* Do you have plans for continued study? An advanced degree?
* What are your expectations regarding promotions and salary increases?

**Investigative Questions**

* Why did you leave your last job?
* Can you explain this gap in your employment history?
* What would your last boss say about your work performance?
* Why should I hire you?
* What makes you qualified for this position?
* What qualifications do you have that make you successful in this career?
* Have you ever been fired or forced to resign?
* Describe the workload in your current (or most recent) job.
* Why did you decide to seek a position in this company?
* What can you tell us about our company?
* What interests you about our products?
* What do you know about our competitors?
* Are you seeking employment in a company of a certain size? Why?
* What criteria are you using to evaluate the company for which you hope to work?
* Do you have a geographic preference? Why?
* Are you willing to relocate?
* Are you willing to travel for the job?
* Why do you think you might like to live in the community in which our company is located?
* Give us an example of a time where you \_\_\_\_\_\_\_. Of course asking the candidate to omit any names or identities. As a follow up “In hindsight, what would have done differently?”

**Social Skills and Teamwork Based Questions**

* How well do you work with people? Do you prefer working alone or in teams?
* How would you evaluate your ability to deal with conflict?
* Have you ever had difficulty with a supervisor? How did you resolve the conflict?
* Describe the best supervisor you've ever had.
* What qualities should a successful manager possess?
* Do you consider yourself a leader?
* Describe the relationship that should exist between the supervisor and those reporting to him or her?
* What are the attributes of a good leader?
* In what kind of work environment are you most comfortable?
* How do you work under pressure?
* Are you good at delegating tasks?
* How well do you adapt to new situations?
* What major problem have you encountered and how did you deal with it?
* What have you learned from your mistakes?
* What have you accomplished that shows your initiative and willingness to work?

**GUIDE FOR LEGAL INTERVIEWING**

**What can and CAN’T be asked during Interviews**

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| --- | --- | --- |
|  | **On-Target** | **Off-Target** |
| **Name** | a) To ask whether an applicant’s work records are under another name, for purposes of access to these records. | a) To ask the ethnic origin of an applicant’s name.  b) To ask if a woman is a Miss, Mrs., or Ms.  c) To request applicant to provide maiden name. |
| **Address/Housing** | a) To ask for applicant’s address, phone number, and/or how he or she can be reached. | a) To request place and length of current and previous addresses. |
| **Age** | a) After hiring: to require proof of age by birth certificate.  b) To indicate minimum legal age for  specific type of employment. | a) To ask age or age group of applicant.  b) Before hiring: to request birth certificate or baptismal record. |
| **Race/Color**  **National Origin** | a) To indicate that the institution is an equal opportunity employer.  b) After hiring: to ask race and/or national origin for Affirmative Action Plan statistics. | a) To make any inquiry that would indicate race, color, or national origin. |
| **Gender** | a) To indicate that the institution is an equal opportunity employer.  b) After hiring: to ask gender Affirmative Action Plan statistics. | a) To make an inquiry which would indicate gender unless job related. (Such jobs require written state government approval.) |
| **Religion/Creed** |  | a) To ask an applicant’s religion or religious customs and holidays.  b) To request recommendations from church officials. |
| **Sexual Orientation** |  | a) To inquire about sexual preference. |
| **Citizenship** | a) To ask whether ALL applicants are legally authorized to work in the United States.  b) To ask ALL applicants if authorization is permanent or temporary | a) To ask for date of citizenship or  whether applicant is native-born or  naturalized citizen.  b) To ask whether parents or spouse is native-born or naturalized.  c) Before hiring: to require proof of citizenship. |
|  | **On-Target** | **Off-Target** |
| **Marital/Parental/**  **Family Status** | a) After hiring: to ask marital and parental status for insurance and tax purposes.  b) After hiring: to ask name, relationship, and address of person to be notified in case of emergency. | a) Before hiring: to ask marital status.  b) To ask the number and/or age of children, who cares for them, and if applicant plans to have more children. |
| **Military Service** | a) To inquire into service in the U.S. armed forces.  b) To ask about branch of service, rank attained, and any job-related experience. | a) To request military service records.  b) To ask about military service in armed service of any other country.  c) To ask about type of discharge. |
| **Education** | a) To ask whether the applicant has the academic, professional, or vocational training required for the job, and to ask which institution provided it.  b) To ask about language skills such as reading and writing foreign languages, if job related. | a) To ask the racial or religious affiliation of schools attended.  b) To ask how foreign language ability was acquired. |
| **Criminal Record** |  | a) To inquire about arrests or convictions. |
| **References** | a) To request general and work references not relating to race, color, religion, sex, national or ethnic origin, age, disability, or marital status. | a) To request references specifically from clergy or any other persons who might reflect race, color, religion, sex, national or ethnic origin, age, disability, or marital status. |
| **Organizations** | a) To inquire about professional organizations, union memberships, and any offices held. | a) To request listing of all clubs to which applicant belongs or has belonged. |
| **Photographs** | a) After hiring: to require photographs for identification purposes. | a) Before hiring: to request photographs. |
| **Work Schedule** | a) To ask about willingness to work the required work schedule.  b) To ask if applicant has military reservist obligations. | a) To ask about willingness to work any particular religious holiday. |
| **Physical Data** | a) To require proof of ability to do manual labor, lifting, and other written physical requirements if necessary for the job. | a) To ask height and weight, impairment, or other non-performance related physical data. |
|  | **On-Target** | **Off-Target** |
| **Disability** | a) To ask whether the applicant is capable of performing the essential functions of the job with or without reasonable accommodation.  b) If an accommodation is identified by the applicant before hiring, clarification about the accommodation (not the disability) may be requested by the interviewer. | a) To exclude disabled applicants as a class on the basis of their type of disability. (Each case must be determined on an individual basis by law.)  b) Before hiring: to initiate questions regarding the specific accommodations needed. |
| **Other**  **Qualifications** | a) To inquire about any area that has direct relevance to the job. | a) To inquire about political affiliation.  b) To make any inquiry not related to a bona fide requirement of the job that may present information permitting unlawful discrimination |

**ADA GUIDELINES FOR INTERVIEWERS**

**You may ask job-related questions by asking ...**

* About an applicant's ability to perform specific job functions with or without

reasonable accommodation.

* About an applicant's non-medical qualifications and skills (e.g., education,

work history, required certifications and licenses).

* Applicants to describe or demonstrate how they would perform job tasks if

you ask this of all applicants in the same job category or reasonably believe

that an applicant will not be able to perform a job function because of a

known disability.

* Whether an applicant can meet your attendance requirements.
* Applicants to self-identify as individuals with disabilities for the purpose of

an affirmative action program, as long as that reason is stated clearly and

applicants know that disclosure is voluntary and confidential.

**You may ask applicants about an accommodation when ...**

* You reasonably believe the applicant will need an accommodation because of

an obvious disability.

* You reasonably believe the applicant will need an accommodation because

the applicant has voluntarily disclosed a hidden disability.

* An applicant has voluntarily disclosed that he or she needs an accommodation

to perform the job.

**Before a job offer has been made, you may *not* ask applicants ...**

* Whether they have a particular disability.
* How many days they have been sick.
* If they can perform major life activities.
* Whether they lawfully use drugs.
* How much alcohol they drink or whether they have participated in an

alcohol rehabilitation program.

* If they used to be addicted to illegal drugs. You can, however, test job

applicants for illegal drug use and ask applicants about positive test

results.

* Disability-related questions at the pre-offer stage even if you intend to

look at the answers only at the post-offer stage.

* Questions about their worker's compensation history.

**Questions that you may not ask applicants** may not be posed to third

parties, i.e., during reference checks.

**At the pre-offer stage,** medical examinations, including alcohol tests, are

prohibited.

**After a conditional job offer is made,** you may ask disability-related

questions and require medical examinations only if you require this of all entering

employees in that job category.

**At the post-offer stage,** disability related questions and medical examinations

do not have to be job-related. These questions may concern an individual's workers' compensation history; prior sick leave usage; whether an individual needs reasonable accommodation to perform the job; documentation of his or her disability if the need for the accommodation is not obvious; illnesses, diseases, impairments, and general physical and mental health.

**In summary, be sure that ...**

* Disability-related information is not used to exclude applicants with disabilities.
* An applicant's possible hidden disability is not considered before you evaluate

his/her non-medical qualifications.

* A rejected applicant does not wonder whether he/she was rejected because of a disability.