



Sample Interview Questions

Work History

- Describe projects or duties that you found most/least interesting.
- Describe aspects of your last position that were most/least enjoyable.
- Describe your most significant contribution in your current/most recent position.
- Describe the types of interactions with professional peers, fellow employees, and other people that you have dealt with as part of your job.
- Describe a problem that you encountered in your current position and the approach you used to resolve the problem.
- Describe your ability in meeting deadlines for projects in your current position.
- What has been the accomplishment of which you are most proud?
- What job have you liked the most/the least? Why?
- What factors are most important to you in terms of job satisfaction?
- What are your key responsibilities or objectives in your current position? Which of these objectives have you performed particularly well? Why? Which of these have you performed least well? Why?
- What effect have your accomplishments had on your current organization?
- Describe your experiences in working independently on projects.
- Of the various environments in which you have worked, which did you enjoy least?
- Of the various environments in which you have worked, which did you enjoy most?

Professional Skills

- Tell me about a specific situation in which you prevented a problem before it occurred.
- With which aspects of the position do you feel most comfortable?
- With which aspects of the position do you feel least comfortable?
- Describe an innovative change you implemented in your last job.
- Describe a conflict you mediated between two individuals. What steps did you take to mediate and resolve the conflict?
- How would your colleagues describe your strengths? Your subordinates?
- What skills would you bring to our agency that other candidates may not have?
- If we talked to your former supervisor, how would he/she describe your performance?

Management Style

- What would you do if you encountered irreconcilable differences with your immediate supervisor?
- How do you motivate subordinates?
- What do you consider to be your greatest strength as a manager?
- What do you consider your greatest shortcoming as a manager?
- Tell me about a rewarding supervisory experience you have had?
- Tell me about a supervisory experience that did not turn out well and why?
- Describe specific examples of how you have facilitated the development of one of your employees.

- How would your staff describe your management style?
- How do you communicate information to your staff?
- What did you do in your last job to promote a team environment?
- How would you describe your current supervisor's management style: What aspects do you like the most? The least?
- What are the criteria you would use to evaluate someone's management style?

Diversity and Inclusion

- Describe the diversity present in your organization, and the benefits and challenges you experienced because of this diversity.
- Describe how you have contributed to a diverse culture.
- What specific things have you done to further your knowledge about diversity? In what specific ways have you used that knowledge?
- What is your approach to enhancing your understanding of different cultures? In other words, how do you expand your own learning with regard to diversity?
- In what specific ways has diversity shaped your leadership/counseling/advising/management style?
- In what specific efforts have you engaged to reduce bias and champion diversity understanding?

Career Goals or Professional Development

- What goals have you set for the next 6 months in your current position?
- How have you progressed up through the ranks to get where you are?
- What are your career goals?
- What improvement needs have been identified in recent reviews?
- What areas do you need to develop to round out your professional strengths?
- What professional development activities have you participated in?
- What steps have you taken to enhance your professional development?
- What are you looking for in your next position?
- Where do you hope to be professionally five years from now?
- What are your short-term career objectives? Why?
- What are your long-term career objectives? Why?
- To what extent is this position relevant to your career objectives?

Miscellaneous

- Is there anything else work related that you feel is important for me to know about you?
- Describe your ideal job?
- What kind of work are you interested in?
- What do you know about UMass President's Office?
- Why do you want to work for UMass President's Office?
- Why are you the best applicant for this position?
- Why do you wish to leave your current position? What factors have led to this decision?