

## Interview Best Practices and Sample Questions

### Best Practices:

- Schedule enough time for each interview and choose a location that is accessible from a variety of perspectives. It is also important to choose a space where you will be uninterrupted.
- Before asking your questions, introduce yourself and give students some information about what the job entails. Remember, this is also an opportunity for students to learn about the position and what it will be like working with your team.
- Keep the interview conversational. This will help candidates feel more at ease and will give a better idea of their true communication skills.
- Prepare your questions in advance and make them specific to each candidate's experiences.
- Be familiar with the information your candidate has provided through their resume and cover letter. Use the interview to have them elaborate on their experiences or ask for new information that hasn't already been shared.
- Think about your job description to determine which skills should be assessed during the interview. Build your questions around those skills. Consider a mix of both transferable and technical skills.
- Use open-ended questions that will give you examples of how candidates have used the skills you are looking for in the past. Begin some of your questions with phrases like:
  - Tell me about a time...
  - Give me an example of when...
  - Walk me through...
  - Describe for me...
- Make sure all interview questions are appropriate and legal. You want to avoid questions that could hint at discrimination. For example, asking about age, race, religion, political association, sexual orientation, marital status, parental status, and disabilities.
- Keep the interview structured with the same basic questions for each candidate and approach the interview with an open mind. This allows for a much more equitable and less biased evaluation process.
- Be ready to answer questions about the position and the department, as well as the next steps in the hiring process.
- Conclude the interview on a positive note. Thank the candidate for their time and offer an idea of when a decision will be made. Also provide the candidate with your contact information.
- Keep detailed notes on each candidate. Allow time after each interview to write down your thoughts and what you noticed. It can be helpful to create a rubric that will help you stay consistent and guide you in your decision making.

### **Example Questions:**

If there are skills specific to the position you're hiring for, make sure to include questions about those. Below are some general questions that would work well for any interview.

- Can you tell me a little bit about yourself and why you are interested in this position?
- What is one of your biggest achievements at STU so far? Why do you feel this way?
- How would your professors/peers describe you?
- How has your academic training so far prepared you for a job in this field?
- What is a strength or something unique that you would bring to the team?
- What would you do if you had to complete a task you were unfamiliar with?
- How do you deal with working in a stressful situation or under pressure?
- Tell me about a time you had to deal with a conflict (could be with a co-worker, classmate, while volunteering, working on a team project etc.)
- Give me an example of a time you showed the initiative and took the lead?
- Do you feel there are any skills you could currently improve on? How are you planning to improve on these?
- What did you learn during your experience with \_\_\_\_\_ (list something from their resume), that you could apply to this job?
- Do you prefer to work on a team or independently? Why? Can you tell me about a time you had to contribute to a team?
- What motivates you to do your best at a job?
- Describe how you would handle a situation where you were required to finish multiple tasks by the end of the day, but you knew there would be no way you could finish them.
- What is your ideal working environment? What kind of supports do you feel are necessary for you in the workplace?
- What techniques or tools do you use to keep yourself organized?
- Tell me about a time you had to overcome an obstacle to get the job done.