SAMPLE INTERVIEW QUESTIONS

- What attracted you to this position?

- How will your previous experience contribute to our office?

- What do you hope to learn from this position?

- What are 5 adjectives that describe you?

- Describe a difficult situation you faced and how you overcame it.

- How do you measure success and what motivates you to be successful?

- What are some of your major accomplishments?

- Tell me about your ideal work environment.

- Have you ever handled confidential information? What does this mean to you and how would you handle that in this position?

- This position will be approximately 4-6 hours per work week each academic semester. How do you balance your schoolwork with extracurricular activities or work and is this a commitment you can make? If so, what would your ideal schedule for this position

- Do you have any questions for me about this position?

*Remember, you must refrain from asking questions regarding the following:* Race, Religion, Sex/Gender, Sexual Preference, National Origin, Birthplace, Age, Disability, and Marital/Family Status.
**INTERVIEW EVALUATION FORM**

**Personality, Manner, Attitude, and Impression**

Does the applicant make a good impression?

1. POOR: Does not project a good attitude nor make a good impression.
2. ACCEPTABLE: Projects a good attitude and impression.
3. VERY GOOD: Projects a warm, open, and accepting attitude and makes a very good impression.
4. OUTSTANDING: Has charisma, seems to attract others.

$$\_\_\_\_ \times 3 = \_\_\_\_$$

**Human Relations**

How effective will the applicant be in working with others?

1. POOR: Seems unable to relate to others.
2. ACCEPTABLE: Indicates some ability to work with others.
3. VERY GOOD: Indicates significant ability to understand others with different viewpoints.
4. OUTSTANDING: Indicates outstanding interpersonal relationship ability and perception.

$$\_\_\_\_ \times 4 = \_\_\_\_$$

**Decision-making Skills and Judgment**

How effective will the applicant be in working with others?

1. POOR: Gives slow hesitant responses, gives unorganized, unacceptable responses.
2. ACCEPTABLE: Responses are somewhat organized and acceptable, but indicates a lack of maturity and good judgment.
3. VERY GOOD: Gives well organized thoughts which lead from judgment and common sense.
4. OUTSTANDING: Exceptional ability to organize thoughts and make decisions, which show evidence of sound judgment and common sense.

$$\_\_\_\_ \times 6 = \_\_\_\_$$

**Motivation**

Is the applicant a self-starter?

1. POOR: Not a self-starter. Not able to motivate others.
2. ACCEPTABLE: Some ability to work without supervision and motivate others.
3. VERY GOOD: Significant ability to work without supervision and motivate others.
4. OUTSTANDING: Superior ability to work without supervision and motivate others.

$$\_\_\_\_ \times 5 = \_\_\_\_$$

**Experience**

$$\_\_\_\_ \times 2 = \_\_\_\_$$

1. POOR: Limited work, volunteer, or organization experience.
2. ACCEPTABLE: Has demonstrated some work, volunteer, or organization experience.
3. VERY GOOD: Has significant work, volunteer, or organization experience.
4. OUTSTANDING: Has superior, work, volunteer, or organization experience

**Overall Impression**

1. POOR: Unimpressive.
2. ACCEPTABLE: Acceptable Presentation, articulate.
3. VERY GOOD: Very good presentation, articulate.
4. OUTSTANDING: Exceptionally clear and impressive.

$$\_\_\_\_ \times 5 = \_\_\_\_$$

**Total Score:**

\_\_\_\_
NOTES:

**DETERMINATION SCALE:**

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<td>Maybe</td>
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Interviewer Signature: ________________________________

Date: ________________