

## Interview Question Guidelines

The whole point of an employment interview is to find the best candidate for the position. To do that, the interviewer must probe for specific, **job-related** knowledge, skills, and abilities which each candidate could bring to the position. Along with related job experience, interviewers should look to past behavior of a candidate as being the best predictor of future behavior.

The following sample questions, categorized by specific factors, will help you write relevant interview questions.

### Personality

- Tell me about yourself.
- How would your best friend describe you?
- What do your friends dislike about you?
- Expand on your resume.
- What are your strengths?
- What are your weaknesses?

### Workplace Attitudes/Interests

- What did you like most about your last job?
- What did you dislike most about your last job?
- What would you consider the ideal job?
- What did you learn about yourself in your last job?

### Decision-making and Goal Setting

- Why did you choose your major?
- What is the toughest decision you have ever had to make?
- Tell me about a situation where you had to make a decision which made you unpopular. What did you do to restore good will?
- What do you want to be doing in five years?
- Where do you expect to be in ten years?
- What are your long-term goals?

### Leadership

- What leadership roles have you been involved in?
- Cite an example of a time when you faced open opposition from a group and won.
- Describe a time when you had to motivate people to solve a problem.

### Problem-solving

- What has been a problem that you had to deal with in your last job?
- What is the biggest problem you have solved this year?
- Describe a pressure situation you've been in and how you handled it.
- When faced with a problem, how do you go about analyzing the situation and developing a solution?
- If you supervised your current department, what problems would get your immediate attention and why?

### Accomplishments

- Tell me about an achievement of which you are proud.

- Discuss a major accomplishment in your life.
- Tell me about a failure you have experienced, and what you learned from it.

#### **Tie-in with UCF**

- What attracted you to UCF?
- What can you do for UCF?
- How did you learn about this particular vacancy?

#### **Activities**

- What interests do you enjoy outside of work?
- What skills have you developed or enhanced outside of your present (or most recent) job?

#### **Coursework**

- In school, which classes did you enjoy most and why?
- What was the worst course you took and why?
- Tell me about your coursework.
- Which courses in school do you feel best prepared you for this position?

#### **Miscellaneous**

- Why should we hire you?
- Is there something you would like to tell me that I have failed to ask?

#### **Steps to Follow When Conducting the Interview**

1. Remember, the interview begins as soon as the candidate enters the room. Avoid personal remarks which might be perceived as discriminatory.
2. Use rapport-building questions.
3. Ask open-ended questions
4. Allow silence---time for candidate to gather thoughts.
5. Control the interview by redirecting the conversation, if necessary.
6. Seek contrary evidence.
7. Gain behavioral examples.
8. Invite the candidate to ask questions.