

Standard Interview Questions

1. Why are you ready for a more responsible position?
2. Tell us about yourself and why you are interested in this position?
3. Why did you choose this career?
4. What goals do you have in your career?
5. What do you think it takes to be successful in this career?
6. What do you know about our college/university?
7. What are your public speaking experiences
8. How would you go about establishing rapport with your staff and colleagues?
9. List three things that motivate you.
10. How would you describe your ideal job?
11. What have you learned from your mistakes?
12. Describe a time when you went above and beyond the call of duty?
13. When you lose your temper, how do you pull yourself back together and calm down?
14. Tell us about an unpopular decision that you had to make and how you reached that decision
15. When is it okay to bend the rules?
16. What would your students and supervisor say about you?
17. What is one of your strengths? Where is an area you can improve on?
18. Tell us a situation where you utilized your conflict resolution.
19. How would you describe your management style?
20. If there is something you can change in your previous position, what would it be?
21. Are you willing to work evening? How much?
22. What are some short term goals?
23. How do you deal with criticism?
24. Where do you see yourself in ten years?
25. Tell me about some of your recent goals and what you did to achieve them?
26. Have you ever had a conflict with your boss or supervisor? How did you handle it?
27. How has your experience prepared you for your career?
28. How much training do you need to become a productive employee
29. What does teamwork mean to you?
30. Tell us about a time when you experienced a breakdown in communication. How did you handle the situation? How did it turn out?
31. Have you ever been in a position where you were not continually supervised?
32. Describe your experience with computers, technology, and other tools.
33. What are looking for in a supervisor?
34. Why should I hire you?
35. How would you describe your ideal job?
36. How you handle conflict?
37. In what areas have you contributed to student development?
38. How familiar are you with the community we are located in?
39. Why do you want to work in a college or university setting?
40. Tell me about any leadership roles that you have had outside of your campus recreation experience?
41. Why did you choose to attend your college?
42. What qualities should a successful manager possess?
43. How do you handle pressure?
44. What is a major problem you have had to deal with recently?
45. Tell us about an experience where you had to use several skills together in order to successfully complete the project (ex. time management, problem solving, delegation, etc.).

About References

Put your references in a preferred order of sources in the eyes of your potential employer: Professional, College Administrators, Extracurricular Activities, College Professors, and Personal Professional Acquaintances.

Ask your references if they will provide you with a recommendation letter because:

1. If they are not a reliable reference, they are unlikely to put forth the effort
2. You will be able to use as a ready-made reference to give to potential employers
3. a letter of recommendation is a good way to pre-qualify those who will give you the best reference

Provide your references with a copy of your resume. It will be easier for them to provide you with a quality recommendation.

General Rules for Interviewing

Be Prepared

Know yourself:

- ◆ Know your strengths, weaknesses, skills, career goals
- ◆ What do you have to offer that is different from any other candidate?
- ◆ Have conflicts, scenarios and accomplishments prepared because you will be asked situational questions
- ◆ Know why you choose this field and what you have learned.

Know the employer:

- ◆ Research the organization and position
- ◆ Know why you want to relocate to that community
- ◆ Ask for a complete job description to help you understand the position more
- ◆ NEVER say you do not know much about the position or university-Do research!

Interviewing

Before Interview

- ◆ Confirm the interview time, place, and with whom you will be meeting with, including titles.
- ◆ Make sure you get specifics and parking and how to get to the organization
- ◆ Dress neatly and professionally. A lot of professional like to dress down at the National conference but if you are interviewing you must dress appropriately
- ◆ Arrive about 15 minutes early so you are not rushed and have time to collect yourself before the interview
- ◆ Be sure to show respect to any secretary or administrator that you come in contact with, not just the interviewer

During the Interview

- ◆ Allow your personality to come out in the interview. Don't be so tight that you forget that this is a position that will call for you to interact with many different people at different levels. An interview is a two-way conversation
- ◆ Answer all questions and do not give rosy answers. It is important to not skate around the answer
- ◆ When asked the standard "Tell me about yourself" questions, it is important to not include off the wall information
- ◆ Be confident and enthusiastic
- ◆ Be honest and yourself
- ◆ Listen, follow the lead of the interviewer. Never interrupt the interviewer. If you do not understand the questions ask them to clarify it for you.
- ◆ If you need a couple seconds to collect your thoughts do so, but be prepared for all questions
- ◆ Never say "I don't know" or "I never did that" but show transitional skills and talk about the experiences you have had to help you progress with a new skill or program
- ◆ Ask intelligent questions at your interview. This shows that you have done your homework and a lot of interview come down to the questions asked by the candidate
- ◆ Ask about follow-up (whom calls whom, and when)



After the interview

- ◆ Send a thank you ideally 24 hours after the interview. Traditionally a thank you note should be typed. However, depending on how the interview went, a handwritten note on professional looking stationery or a note card might be appropriate in certain situations.
- ◆ Keep records of the interview, who you talked to, and time line for follow up

How to Handle Difficult Question

Tell me about yourself

This is a very important question. There is no right or wrong answer, but this will tell the interviewer what your priorities are and what is important to you. Usually it is best to answer with your qualifications for the position, and examples of how you used these skills in the past. This question should be 1-2 minutes long, do not ramble on this question-stop talking.

What is your weakness?

Be prepared for this question!! You do not want to present any negative image of yourself, but everyone has a weakness so DO NOT say "I really don't have one". Pick a weakness not directly related to any key job responsibilities (job requires communication skills, don't say you lack that). Then turn your weakness around. Always say that you are on improving your weakness, and give an example. People tend to talk more negatively about themselves than positive so do not give into this question. Be confident in all your strengths and weaknesses.

How well do you handle criticism?

This question is important because an employer wants to know how well you can handle negative feedback. Realize that criticism is vital to your growth and you can learn from all types of feedback. Never think of criticism as conflict. Your employer is only trying to help you grow as a professional.

Any question which points to a perceived lack or weakness

Example: It seems as though you don't have much experience in club sports, how will you compensate for that?

Don't deny your experience. Keep good contact and have confidence in the knowledge and experience you do have. Admit your weakness, and plan on how to compensate for it. Talk about how your knowledge in programming or any other skills is transferable to the area you lack in.

Questions to ask the Interviewer

1. What type of professional would best fit this position?
2. How do I fit in your organizational chart?
3. What are some potential challenges your organization faces?
4. What is the opportunity for career advancement?
5. Who is your number one clientele?
6. Any questions about programming you have researched in their organization
7. When are you looking to fill the position by?
8. How will I receive feedback on my performance?
9. How would you describe the philosophy of your organization?
10. How much on the job training is involved?

ALWAYS ask the interviewer question and listen to what they are saying. Make good contact and be interested in learning more about the organization. Make notes of the answers if you need to refer back to them later because you also have to make sure you are a good fit in their organization.