**Interview Questions - Template**

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| **Interview Team** |  |
| **Date of Interview** |  |
| **Interviewed Candidate** |  |

**Interview Agenda**

**Overview of Position** - Provide the candidate with a job description.

**Candidate Questions -** For an hour interview, recommend the usage of 6-8 questions, including two questions from the DEI-themed section. Be sure to include questions related to position you are interviewing for. For more interview questions related to specific positions, connect with Human Resources for guidance.

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| **No.** | **Interview Questions** | **Rate 1-5** |
| **1** | Could you briefly in 3 minutes or so tell us about your past work experience that is related to this position? |  |
| **2** | Please tell the committee about your past \_\_\_\_\_\_\_\_\_ work experience that would be related to this position? |  |
| **3** | Can you elaborate on your experience in working or being in an educational organization? |  |
| **4** | How do you stay organized? Do you utilize Excel, access or outlook? Also discuss your computer experience? (Luna uploads, Adobe Photoshop, or Social Media) |  |
| **5** | How do you handle stress? This position is extremely busy during different parts of the year… |  |
| **6** | What do you like best and least about your current job? |  |
| **7** | What do you consider to be your biggest strengths and weaknesses? |  |
| **8** | Can you tell us about a work problem that could have been potentially really bad and how you turned around the situation? |  |
| **9** | How do you handle upset employees or customers? |  |
| **10** | Why are you interested in this positon and CCS? |  |
| **11** | **DIVERSITY-THEMED QUESTIONS**  **Please select at least TWO (2).**  ***General*** - The College has a diverse workforce (in terms of ethnicity, class, culture, language, sexual orientation, and disabilities). Can you tell us about your experience working with and serving such a diverse population?  ***Faculty*** - A group of students comes to you and says that there is racial inequity in the classroom’s dynamics. How might you respond to its concerns?  ***General/Staff*** - Tell us about a time when you have taken steps to ensure that everyone (class, team, department, organization) felt included. Describe the situation, the actions you took, and the outcome. |  |
| **12** | What is your definition of diversity? How do you encourage people to honor the uniqueness of each individual? Please provide a specific example. |  |
| **13** | Tell us about a time when you changed your style to work more effectively with a person from a different background. |  |
| **14** | How would you contribute to diversity and inclusive excellence at CCS through their research, service, and/or industry expertise |  |
| **15** | What characteristics do you see as fundamental to creating inclusivity and equity within a college environment? |  |
| **16** | What aspect of working in a diverse environment do you find most challenging? What steps have you taken to meet this challenge? |  |
| **17** | Please share an example of a time that you demonstrated respect for people and their differences; and how you have worked to understand perspectives outside of your own? |  |
| **18** | Provide an example of a time in which you communicated a complex concept to an individual who spoke English as a second language. |  |
| **19** | What does social justice mean to you? How do you incorporate this principle into your work? |  |
| **20** | What techniques and tools do you utilize to promote collaboration among underrepresented groups? |  |
| **21** | How do you define “diversity” in a professional context? Please give an example of a time in which you used your unique identity perspective to impact your place of work, school, and/or community. |  |
| **22** | What is your approach to dealing with discussions about potentially difficult topics such as race, religion, politics, and gender identity within the classroom/workplace? |  |
| **23** | Please describe how you will work to create a vibrant and diverse campus community that is inclusive.  Provide a specific example |  |
| **24** | How will you contribute to the college’s efforts to enhance diversity, equity and inclusion in a meaningful way? How have you approached this in your past? |  |
| **25** | How do you adapt your teaching to meet the different culture and learning styles of your students? |  |
| **26** | Describe a time when you needed to work cooperatively with someone that did not share the same ideas as you. Describe the situation, the actions you took, and the outcome. |  |