

INTERVIEW NOTES

(Completed notes from ALL interviewers to be returned to Office of Human Resources at time Hiring Procedure is completed.)

POSITION: _____

DATE: _____ **NAME OF INTERVIEWEE:** _____

NAME OF INTERVIEWER: _____

Print

Signature

Search Committee Chair – Describe the position (work involved, hours, etc.), and benefits.

INSERT INTERVIEW QUESTIONS HERE – Please number

Sample Faculty Interview Questions

Teaching/ Advising:

1. How would you plan a course in _____? What texts would you use? What topics would you cover? How would you evaluate student learning in the course?
2. Describe your familiarity and experience with different teaching methods such as collaborative learning, learning styles adaptation, and classroom assessment.
3. What could you contribute to our program?
4. What makes a good advisor? Do you think it's important to challenge your students?
5. How would you do that?
6. What is your approach to advising students?
7. Please give us an example of a time when you had to give constructive feedback to a student. What was the situation, and how did you handle it? In retrospect, would you do anything differently now?
8. How would you advise a student if s/he were questioning whether or not to major in your discipline?
9. It is the third week of your introductory class and you notice that some students really aren't paying attention and some aren't showing up- what would you do to correct this situation?
10. How would you encourage students to major in your field?
11. In your first semester, you would be responsible for our course in _____ How would you structure it? What textbook would you use?
12. Can you provide us with a sample syllabus of a course that you have taught?
13. Have you had any experience with distance learning or technology in the classroom?
14. What experience have you had teaching diverse students? (Full-time, part-time, students with full-time jobs and/or family care responsibilities, students representing different ethnic groups and races, religions, ages, and genders?) What teaching methods have proved effective with such students?
15. How do you bring diversity into your course planning? Into your day-to-day teaching?

16. Share an example of when you may have encouraged a student to work harder in your class?
17. Provide us with a brief chronological outline of your teaching/tutoring experience.
18. What is your experience with under-prepared students?
19. Describe a situation where you dealt with a student in crisis and your role in a solution to the situation.
20. Describe your experience, if any, with working with an entire group of 17-19 year old students.
21. Describe your experience, if any, with working with a group of people of vastly different ages, e.g. 16-80 year old students.
22. What is your experience with learning disabled students?
23. Describe how you have used technology in your classroom.
24. What is your greatest strength, greatest weakness as a teacher?

Institutional/ Departmental issues:

1. Can you summarize the contribution you would make to our department?
2. Are you willing to become involved in any committee work?
3. What is your impression of our institutional mission statement? How are these statements related to your goals?
4. What intuitional issues particularly interest you?
5. Give us an example of your ability to work as a member of a team.
6. Give us an example of your ability to be the leader of a team.

Career/Personal:

1. What do you see as your greatest accomplishment to in your career to date? What shortcomings have you dealt with?
2. What kind of feedback works best for you and why?
3. What is your concept of an ideal work environment?
4. What would you have liked to do more of in your last position? What held you back?
5. What are the greatest strengths you think you bring to this job?
6. What is the most useful criticism you have received?
7. What professional development activities would you be interested in participating?
8. Describe your professional goals for the next 2 years, 5 years.

General:

1. What skills do you have that make you the best candidate for this position? Include any special training you have had (on-the-job, college, continuing education, seminars, reading, etc.) and related work experience.
2. Tell me anything else you would like us to know about you that will aid us in making our decision.
3. If you were a member of this search committee, what is one question you would ask potential candidates?
4. Tell us about a project in which you've been involved that was successful and one that was not. Why do you think these were the outcomes?