

**Interview Question Bank**  
Questions Based on Category

**University of Wisconsin -  
Green Bay**



UNIVERSITY *of* WISCONSIN  
**GREEN BAY**

## Phone Interview Questions

1. Why are you interested in the position of (title) at UW-Green Bay?
2. Please describe your current and relevant previous roles, touching on your primary responsibilities, major projects accomplished, and the reason why you left each position.
3. What would your colleagues and leader say about you?
4. What are your strengths? What are your opportunities?
5. What are your short-term goals for this position? Where do you see yourself in five years?
6. What are your long-term goals with regard to professional development?

## Introductory Onsite Questions

1. Tell us about yourself.
2. Please explain why you are interested in the position of (title) at UW-Green Bay.
3. What do you know about our Institution?
4. Tell me why you chose (name of career) as your profession.
5. What excites you most about this position? What do think you find the most challenging?
6. Tell me about your experiences during a typical day in your current position.

## Traditional Questions

Traditional questions enable the interviewer and job candidate to establish a rapport and to get to know each other in a less stressful environment than behavioral interviews or case interviews.

1. Walk me through your work history.
2. What are your greatest strengths and opportunities?
3. Do you prefer to work alone or in a group?
4. What did you enjoy the most and least about your last or current position?
5. How would you describe yourself as a professional?
6. Where do you see yourself professionally within the next five years?
7. How well do you work under pressure/stress/tight deadlines?

## Competency-Based Behavioral Questions

Competency-Based Behavioral Questions evaluate a candidate's experiences and behaviors in order to determine their potential for success. This approach is based on the belief that past performance is the best predictor of future behavior.

### Teamwork

1. Talk about a time when you had to work closely with someone whose personality was very different from yours.
2. Give me an example of a time you faced a conflict while working on a team. How did you handle that?
3. Describe a time when you struggled to build a relationship with someone important. How did you eventually overcome that?

4. We all make mistakes we wish we could take back. Tell me about a time you wish you had handled a situation differently with a colleague.
5. Tell me about a time you needed to get information from someone who wasn't very responsive. What did you do?
6. Describe a situation where others you were working with on a project disagreed with your ideas. What did you do?
7. Tell me about a time when you worked with a colleague who was not doing their share of the work. How did you handle it?
8. Describe a situation in which you had to arrive at a compromise or help others to compromise. What was your role? What steps did you take? What was the result?
9. Tell me about a time when you had to work on a team that did not get along. What happened? What role did you take? What was the result?

### **Ability to Adapt**

1. Tell me about a time you were under a lot of pressure. What was going on, and how did you get through it?
2. What have you done in the past to prevent a situation from becoming too stressful for you or your colleagues to handle?
3. Describe a time when your team or company was undergoing some change. How did that impact you, and how did you adapt?
4. Tell me about a time when you had to adjust to a colleague's working style in order to complete a project or achieve your objectives.
5. Give me an example of a time when you had to think on your feet in order to delicately extricate yourself from a difficult or awkward situation.
6. Tell me about a time you failed. How did you deal with this situation?

### **Time Management Skills**

1. Tell me about a time you had to be very strategic in order to meet all your top priorities.
2. What has been the most stressful situation you have ever found yourself in at work? How did you handle it?
3. Describe a long-term project that you managed. How did you keep everything moving along in a timely manner?
4. Sometimes it's just not possible to get everything on your to-do list done. Tell me about a time your responsibilities got a little overwhelming. What did you do?
5. Tell me about a time you set a goal for yourself. How did you go about ensuring that you would meet your objective?
6. Give me an example of a time you managed numerous responsibilities. How did you handle that?

### **Communication Skills**

1. Give me an example of a time when you were able to successfully persuade someone to see things your way at work.
2. Tell me about a time when you had to rely on written communication to get your ideas across to your team.

3. Give me an example of a time when you had to explain something fairly complex. How did you handle this delicate situation?
4. Tell me about a successful presentation you gave and why you think it was a hit.
5. When have you had to present to a group of people with little or no preparation? What obstacles did you face? How did you handle them?
6. Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa).
7. What obstacles or difficulties have you ever faced in communicating your ideas to a supervisor?
8. When have you chosen to communicate a particular message in person as opposed to via email even though the email channel would have been a lot faster?

### **Motivation and Values**

1. Tell me about your proudest professional accomplishment.
2. Describe a time when you saw some problem and took the initiative to correct it rather than waiting for someone else to do it.
3. Tell me about a time when you worked under close supervision or extremely loose supervision. How did you handle that?
4. Give me an example of a time you were able to be creative with your work. What was exciting or difficult about it?
5. Tell me about a time you were dissatisfied in your work. What could have been done to make it better?

### **Attention to Detail**

1. What process do you use to check that you have the right details from a colleague/student?
2. Give me an example of a time you discovered an error that been overlooked by a colleague. What did you do? What was the outcome?
3. Tell me about a time that you were confused by a supervisor's request. What steps did you take to clarify things?

### **Creativity**

1. When was the last time you thought "outside the box" and how did you do it? Why?
2. Tell me about a problem that you've solved in a unique or unusual way. What was the outcome? Were you happy or satisfied with it?
3. Give me an example of when someone brought you a new idea that was odd or unusual. What did you do?
4. When have you brought an innovative idea into your team? How was it received?

### **Goal Setting**

1. Give me an example of an important career goal which you set yourself and tell me how you reached it. What obstacles did you encounter? How did you overcome the obstacles?
2. Tell me about a professional goal that you set that you did not reach. How did it make you feel?
3. How have you gone about setting short-term goals and long-term goals for yourself or your team? What steps did you take along the way to keep yourself accountable?

## **Decision Making**

1. Tell me about a time when you had to make a decision without all the information you needed. How did you handle it?
2. Give me an example of a time when you had to be quick in coming to a decision. What obstacles did you face?
3. What is the most difficult decision you've ever had to make at work? How did you arrive at your decision? What was the result?
4. Give me an example of a business decision you made that you ultimately regretted. What happened?

## **Initiative**

1. Describe a project or idea (not necessarily your own) that was implemented primarily because of your efforts. What was your role? What was the outcome?
2. Describe a situation in which you recognized a potential problem as an opportunity. What did you do? What was the result? What, if anything, do you wish you had done differently?
3. Tell me about a project you initiated. What did you do? Why? What was the outcome? Were you happy with the result?
4. Tell me about a time when your initiative caused a change to occur.

## **Leadership**

1. Describe a leadership role of yours outside of work. Why did you commit your time to it? How did you feel about it?
2. What is the toughest group that you have ever had to lead? What were the obstacles? How did you handle the situation?
3. What has been your greatest leadership achievement in a professional environment? Talk through the steps you took to reach it.
4. What have been the greatest obstacles you have faced in building/growing a team?
5. Describe a time when you have not only been responsible for leading a team of people but for also doing the same job as your team members? How did you juggle/balance your time?

## **Approachability**

1. Tell me about a time when someone came to you with a problem. What did you do?
2. Give me an example of a time when an employee came to you and was anxious about something. How did you handle the situation? What was the result?
3. Describe a time when you went out of your way to put someone at ease.
4. Tell me about a time when you were able to establish a rapport with a person others referred to as "difficult".
5. Give me some examples of when someone remembered you after only a brief introduction. Why do you think they remembered you?

## Diversity and Inclusion

1. How do you encourage people to honor the uniqueness of each individual? How do you challenge stereotypes and promote sensitivity and inclusion?
2. Please describe how you would work to create a campus environment that is welcoming, inclusive and increasingly diverse.
3. Describe how you, as a faculty member, function and communicate effectively and respectfully within the context of varying beliefs, behaviors, and backgrounds.
4. What opportunities have you had working and collaborating in diverse, multicultural and inclusive settings
5. Tell us about a time when you had to work with someone who had the direct opposite personality of yours?
6. Tell us about a time when you changed your style to work more effectively with a person from a different background.
7. What does it mean for you to have a commitment to diversity and inclusion? How have you demonstrated that commitment, and how would you see yourself demonstrating it here at UW-Green Bay?
8. Describe your understanding of inclusion and why it is important to this position.
9. Please describe how you would work to create a campus environment that is welcoming, inclusive and increasingly diverse.
10. What opportunities have you had working and collaborating in a diverse, multicultural and inclusive setting?
11. Tell us how you work with people to create and foster an inclusive workplace.
12. Tell us about a time you adapted your style in order to communicate and work effectively with those who were different from you.
13. If you were the successful candidate for this position, how would you connect colleagues and contacts from diverse communities to this university? What do you expect the challenges would be? What do you expect the benefits would be?
14. What are some examples of ways that you have incorporated diverse or underrepresented populations into your planning or decision-making?
15. Explain how diversity/inclusion has played in a role in your career and contributes to the (administrator/instructor/advisor/office manager) you are today.
16. As a higher education professional, what specific things have you done to promote diversity/inclusion in the community?
17. What have you done in your current position to create a more inclusive environment? What does an inclusive campus look like?
18. How do you go about teaching the importance of diversity and inclusivity? Why is it important?
19. What is the educational value of having a campus environment that is diverse and inclusive?
20. How have you increased your knowledge or understanding concerning being inclusive of people who are diverse?
21. In what ways can an organization enhance their customer experiences for diverse customers? Relating to instruction/research:
22. Describe how you, as a faculty member, function and communicate effectively and respectfully within the context of varying beliefs, behaviors, and backgrounds.
23. For faculty, please provide us with examples of how you incorporate the diversity of your students in your classroom curriculum.
24. Explain how diversity/inclusion has played in a role in your career and contributes to the (faculty) you are today.
25. How has your research incorporated diverse populations?

## Concluding Questions

1. If we offer you this position, what contributions would you expect to make during the first three months on the job?
2. Why should we hire you?
3. If the position required it, would you be willing to travel?
4. If you were offered this position, when would you be available to start?
5. Is there anything you thought we would ask that we didn't?
6. Tell me anything else you would like us to know about you that will aid us in making our decision.
7. What questions would you like to ask me?