



Interview Agenda and Questionnaire

Candidate: _____

Position: _____

Date:

Interviewer: _____

I. 9:45a.m. – 10:00a.m.

Search Committee Chair provides instruction on the interview process to the to search committee

II. 10:00a.m. – 10:15a.m.

Interview Begins: Introductions

III. 10:15a.m. – 10:30a.m.

Opening statement and question (Search Committee Chair)

- We have read your materials and look forward to getting to know you better in our conversation today. Would you begin by telling us why you are interested in the position of _____, what strengths and experienced you bring to it, and what is your passion as it applies to the position?



Human Resources

IV. 10:30a.m. – 11:00a.m.

Competency-Based Interview Questions (starting with the person to the right of the Search Committee Chair, each committee member asks one competency-based interview question).

Competency: Persuasion

Question: Provide an example of when your communication skills were so strong that you were able to influence the way your audience thought and changed their minds about the course of action.

Comment (include evidence of competency – strong, some, little, none):

V. 11:00a.m. – 11:15a.m.

Candidate Question (Search Committee Chair)

- Do you have any questions for us?

VI. 11:15a.m. – 11:30a.m.

Closing Statement (Search Committee Chair)

- That concludes the interview. The next steps in the competitive recruitment process will be_____.