* Why are you currently searching for a new position?
* Why are you interested in this position and the University of Richmond?
* What are the top three duties in the job you now have or in your most recent job?
* Describe for me your ideal place to work.
* This job requires that you \_\_\_\_\_\_\_. Are you able to meet the basic requirements of the job?
* The schedule/hours/shift for this position are \_\_\_\_\_\_\_\_\_\_\_. Will you be able to work during those hours?
* Share a recent accomplishment of which you are most proud
* What would you have liked to do more of in your last position?
	+ What held you back?
* Tell us a bit about your work background, and then give us a description of how you think it relates to our current opening.
* What are your qualifications in your area of expertise, i.e., 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.
* Tell us about your management style -people, teamwork, direction?
* What was your primary contribution/achievement? Biggest challenge?
* What are your short-term and long-term goals?
* In what areas would you like to develop further? What are your plans to do that?
* Why should we hire you?
* If the position required it, would you be willing to travel?
* If the position required it, would you be willing to relocate?
* If you were offered this position, when would you be available to start?
* Tell me anything else you would like us to know about you that will aid us in making our decision.
* What questions would you like to ask me?
* Tell us about your management style -people, teamwork, direction?
* What is your own philosophy of management?
* Describe for me a time when you have come across questionable business practices; how did you handle the situation?
* Are you best at dealing with details and day-to-day operations OR with concepts, envisioning and future planning? Give me an example.