**SAMPLE Interview Format/ Questions**

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Script for Opening the Interview (5 minutes):**

Greeting

Introductions

“Thank you for expressing interest in the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and for taking the time to meet with us today.  We’re looking forward to getting to know you more as well as giving you an opportunity to learn more about our department and the College. We have about one hour and have prepared a set of questions we are hoping to ask in that time. We’re thinking there’s approximately 5 minutes to answer each question. We also want to ensure we leave about 15 minutes for you to ask any questions you may have for us. Without further delay, let’s get started.”

**Questions for the Candidate (55 minutes):**

1. Have you had an opportunity to read the job description? Do you feel you are able to fulfill the duties and responsibilities of the position with reasonable accommodations?

Rating: 1 2 3 4 5

1. Tell us about yourself; your past experience, and what has led you to apply for this position.

Rating: 1 2 3 4 5

1. What are your goals and what do you hope to accomplish within your first month and first year at Hampshire College?

Rating: 1 2 3 4 5

1. Give examples of long-term goals you set for yourself and/or staff in your current or recent position? Did you meet them, modify them, or not fully accomplish them?

Rating: 1 2 3 4 5

1. Describe your experience with balancing competing priorities when resources are limited.

Rating: 1 2 3 4 5

1. Tell us about your experience overseeing the areas of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Rating: 1 2 3 4 5

1. How do you view budgets and the budgeting process?

Rating: 1 2 3 4 5

1. What is your experience with negotiating, executing, and managing contracts?

Rating: 1 2 3 4 5

1. This position directly supervises \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and has overall supervision of nearly \_\_\_\_\_ exempt and non-exempt employees. Can you describe your leadership and management style?

Rating: 1 2 3 4 5

1. Have you ever had to make changes to systems or processes with minimal staffing?  Were you successful? How were you able to manage the process while not overwhelming your staff?

Rating: 1 2 3 4 5

1. If we were to ask your previous supervisors to describe you, what three things would we most often hear?

Rating: 1 2 3 4 5

1. Everyone has strengths and weaknesses? What has been your primary focus for self-improvement?

Rating: 1 2 3 4 5

**Candidates Questions (15 minutes):**

What questions do you have for us?

Rating: 1 2 3 4 5