Sample Interview Questions for Faculty Candidates

To help facilitate the search process, the Office for Equity, Diversity and Inclusion and the Office of Academic Personnel have compiled a list of questions that faculty might use during telephone and/or on-campus interviews. However, all of the questions are unbiased and appropriate to ask. We hope you find this helpful.

Introductory Questions

- What attracted you to this position?
- What contributions can you make to our college/department?
- The University is committed to building a culturally diverse and inclusive environment. How would you further this goal?

About the candidate’s professional background

- Tell us a little more about your professional experiences, particularly those not mentioned on your resume/application.
- What do you consider to be your particular strength(s)?
- What motivates you to do your best?
- Describe how you go about solving a problem? Please give us some examples.
- What is the biggest conflict you have ever been involved in at work? How did you handle the situation? What did you learn?
- What experiences or skills will help you manage projects?
 Tell us about your preferred work environment.

 Describe a situation in which you did all the right things, and were still unsuccessful. What did you learn from the experience?

 In your opinion, how should the workload of a faculty member be split and into what areas?

 What are your professional goals?

 What pedagogical changes do you see on the horizon in your discipline?

 How do you view your role in the faculty development process?

 What experience have you had in mentoring? Describe an experience mentoring diverse students, faculty and/or staff?

 What professional development activities have you been involved in over the past few years?

 About the candidate and your department

 Please tell us about your research interests and how you see them fitting in with the department’s/college’s mission/direction.

 Tell us how you go about organizing your work. Also, describe any experience you have had with computers or other tools as they relate to organization.

 Students of color are not well represented in the field, including ours. How do you see yourself contributing to the recruitment and retention process of students of color?

 What do you look for in your academic colleagues?

 About the candidate’s leadership (management/supervisory) experience

 Are you most comfortable with verbal or written presentations?
• What are three leadership competencies you possess? Please provide an example of when you have used these to provide effective leadership during a difficult time.

• Have you ever experienced a situation in which you had difficulties getting people to accept your ideas? What was your approach to handling these situations?

• What practices do you implement during conflict situations and are they successful?

• If we were to ask your superiors (i.e., department chair/dean/provost) or your colleagues to comment about your leadership how would they respond?

• Who have you coached or mentored to achieve success?

• Have you ever had to make a decision without knowledge of all the necessary data?

• What are the techniques that you use to clarify the meaning of unclear messages?

• How do you maintain a positive discussion?

**About the candidate’s research**

• What grants have you received in the past and what plans do you have to fund your research?

• What is your research agenda and how does that benefit this college or university?

• What types of resources would you require to successfully continue your research agenda?

• What research, if any, have you done in the area of diversity, cultural competency, health disparities, etc.?
With whom would you collaborate, if you were selected for this position?

How would you involve undergraduate and graduate students in your research?

Please identify your most significant work and why you picked it.

About the candidate’s teaching

What kind of teaching experiences, if any, have you had with computer technology?

Tell us about your teaching methods, philosophy and goals.

What is your experience with distance learning, on-line courses, and using technology in the classroom?

What is your experience in teaching students of diverse backgrounds? What methods have proven to be effective and what have you learned from the experience?

Describe strategies that you have used to create an inclusive learning environment for your students.

Tell us about a time when you successfully managed a difficult student and a time when you did not successfully manage a difficult student.

What students do you find most challenging to teach?

What have evaluations for your teaching indicated, both positive and negative? How has evaluation feedback changed how to teach today?

About the candidate’s clinical experience

Describe your experience in providing care to a patient who presented unusual social or ethical issues. How did you manage the treatment for this patient? What could you have done differently?
Tell us about a time when you felt a patient was difficult to diagnose and how you approached the diagnosis.

About the candidate’s outreach

- Please tell us your experience in developing programs and partnerships with external constituents and how you would apply that experience to UCDHS?
- Describe your experience in professional practice or outreach.
- Describe some service activities you have been involved in.

Source documents:

Iowa State University, [http://www.provost.iastate.edu/administrator-resources/recruitment/guide/appendix-5](http://www.provost.iastate.edu/administrator-resources/recruitment/guide/appendix-5)

University of Massachusetts, Lowell [http://www.uml.edu/hr/pdf/REVISEDF-Sample%20Interview%20Qs-%20Faculty.pdf](http://www.uml.edu/hr/pdf/REVISEDF-Sample%20Interview%20Qs-%20Faculty.pdf)

Search Committee: A Tool for Human Resource Professionals, Administrators, and Committee Members by Christopher D. Lee, Ph.D. SPHR, CUPA-HR