



FACULTY INTERVIEW QUESTIONNAIRE GUIDE

When developing interview questions, consider three general rules;

- a) Ask only for information that will serve as a basis for the hiring decision
- b) Know how the information will be used to make the decision,
- c) Do not ask for information that will not or should not be used to make hiring decision

Develop questions based on each major task and responsibility in the position description and on knowledge, skills, and abilities required by the position. Include problem-solving questions that allow the applicant to think creatively. Also include questions that elicit more than a “yes” or “no” response (behavioral-based).

The following Interview Questionnaire Guide has been developed to provide hiring managers a resource from which to select questions that will help identify the candidate who will be most successful in a position.

Because research has shown that past behavior is predictive of future behavior, the questions are behavioral based. They will prevent a hiring manager from missing important information, overlooking job motivation and organizational fit, and asking illegal, non-job-related questions. The same set of questions should be used to interview all candidates.

*Human Resources recommends Search Committee’s use 2-3 questions from the **Becoming UWG** and other sections listed below to ensure a diverse set of interview questions, and an emphasis on attracting talent aligned with the University’s strategic intentions.*

“BECOMING UWG” STRATEGIC VISION INTERVIEW QUESTIONS

- Tell us how the strategic visioning of the University of West Georgia (UWG) resonates with your previous work experience and interest in the__position.
- Please describe how you would work to create a campus and classroom environment that is welcoming, inclusive and increasingly diverse to position UWG as a first choice for prospective students.
- The landscape of higher education is evolving. How do you seek opportunities to improve the learning environment to better meet the needs of students, inside and outside the classroom?
- Describe your teaching presence in the classroom and how it creates a holistic “sense of place” for students.
- What is one of the more promising educational innovations of which you are aware, why is it valuable, and what have you done to adopt it?
- What do you consider the most important contribution your college or department has made to the student experience at your current or previous institution? What was your role?



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SAMPLE INTERVIEW QUESTIONS FOR FACULTY

- Describe your teaching style.
- Describe your teaching philosophy.
- What technology applications have you utilized in the classroom? Will you share your experience with distance learning, online courses and dual modality teaching scenarios?
- How do you engage students, particularly in a course for non-majors?
- Share your ideas about professional development.
- In your opinion, how should the workload of a faculty member be split and into what areas?
- What changes have you brought to the teaching of_?
- How would you go about being an advocate and resource for the use of technology in the teaching and learning process?
- What courses have you created or proposed in the past five years?
- What do you think are the most important attributes of a good instructor?
- Where would this position fit into your career development goals?
- What do you think are your greatest strengths as an instructor? In which areas do you feel you can use some further development?
- How do you feel your teaching style can serve our student population?
- In what professional development activities have you been involved over the past few years?
- What pedagogical changes do you see on the horizon in your discipline?
- How would your background and experiences strengthen this academic department?
- How do you adjust your style to the less-motivated or under-prepared student?
- Have you involved your students in your research?
- What are your current research interests?
- What is the most recent book and/or article that you've read?
- How well do you interact with your colleagues and what attribute do you bring to the department that will make a positive difference in this College?



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- How do you define success in an urban or suburban University classroom? How do you measure that success?
- UWG has a culturally diverse student population with varied academic backgrounds. A faculty member must appreciate and be willing to adapt his/her skills and strategies to cope with such a challenging environment. What are some qualities that prepare you to effectively teach in this kind of environment?
- Describe the most recent difficult situation you encountered in your class and how you handled it?

BACKGROUND REVIEW

- The following questions are designed to confirm the information on the candidate's CV.
- What are/were your major responsibilities at (present/most recent job)?
- Which skills have you acquired in your present or previous positions that make you competitive for this position?
- Which accomplishments in your present position are you proud of and why?
- Why are you planning to/did you leave your most recent position?

INITIATIVE

Following is a list of sample questions designed to gather information about an individual's ability to identify tasks that need to be done without specifically being told to do them.

- Have you ever recognized a problem before your supervisor or others in the organization? How did you handle it?
- How do you know that you are doing a good job or making a difference?
- What new ideas or suggestions have you come up with in your current or past positions?
- Tell me about a project where you worked unsupervised and were given only general guidelines for project completion.

STRESS TOLERANCE

Following is a list of questions designed to provide information relating to an individual's stability of performance under pressure. These questions are not designed to rate a person's stress level. They are designed to give the interviewer an idea of how the applicant has reacted to past stressful situations.



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- Describe the highest, pressure situations you have been under in your career. How did you copewith them?
- Tell me how you maintain constant performance while under time and work load pressures.
- Give me an example of when your ideas were strongly opposed by a co-worker or supervisor. What was the situation? What was your reaction? What was the result?

PLANNING AND ORGANIZING

Following is a list of questions designed to gather information relating to an individual's ability to schedule work and handle multiple tasks.

- How do you organize your day or establish priorities in scheduling your time? Give examples.
- How often is your time schedule upset by unforeseen circumstances? What do you do when that happens? Tell me about a specific time.
- Tell me how you establish a course of action to accomplish specific long-and-short term goals.

WORK ETHIC/STANDARD

Following is a list of questions designed to gather information relating to an individual's personal standard of performance.

- What workplace values are important to you?
- Give an example of when you felt the greatest sense of achievement relative to your work.
- What are your standards of success in your current or previous position? What have you done to meet these standards?
- What factors, other than pay, do you consider most important in evaluating yourself or your success?
- When judging the performance of others, what factors or characteristics are most important to you?

TEAMWORK

Following is a list of questions designed to gather information relating to a person's ability to work and get along with others.



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- How do you go about developing rapport (relationships) with individuals at work?
- Give me some examples of when one of your ideas was opposed in a discussion. How did you react?
- We all have ways of showing consideration for others. What are some things you've done to show concern or consideration for a co-worker?
- We've all had to work with people who may be deemed as difficult to get along with. Share an example of when this happened to you. What was the issue or concern? How did you handle the person? What was the result?
- How do you keep your employees informed with what is going on in the organization?
- What methods do you use to keep informed with what is going on in your department/college?