

If you determine that an interview is either necessary or preferable, the next step is to pin down your objectives in advance.

For example, you are seeking to:

- Determine how genuine the candidate's "paper" qualifications are?
- Provide a more detailed picture of what the job will actually require?
- Determine the candidate's depth of knowledge in critical areas?
- Develop a feel for their leadership or teamwork potential?
- Find out more about their past work experiences?

Any or all of these are valid interview objectives. To attain them, however, you need to think through the questions you will ask to bring out the information you seek. To do so, develop specific questions geared to each objective and then write them down.

14 QUESTIONS TO AVOID

1. **Age.** There is no legitimate use for information as to a candidate's age, so don't ask about it.
2. **Associations.** Avoid questions about an individual's membership in or support of non-work related groups or associations. For example, don't ask if the candidate belongs to or supports the American Civil Liberties Union, a political party or the Sons of Italy.
3. **Children.** Don't ask whether the candidate has children, plans to have them or how many he/she has.
4. **Child Care.** Don't ask if the candidate requires it; what arrangements, if any, he//she has; or whether it would interfere with his/her performing position.
5. **Citizenship.** Although individuals may be required to produce proof of citizenship at a later point, don't ask about it in a pre-hiring interview.
6. **Credit Rating.** Whether a candidate has problems with bill collectors is not a legitimate consideration in making selection decisions, and therefore not a proper subject for discussion or inquiry.
7. **Marital Status.** You cannot legitimately make selection decisions based on a candidate's marital status or plans, so there's no point on asking about them.
8. **Police Record.** Don't ask whether a candidate has been arrested; if so, for what, or how many times. You can ask, however, whether a candidate would be bondable-if the position required it.
9. **Military Discharge.** Similar to the police record. Generally no relevant, so don't ask.
10. **National Origin.** There is not a legitimate reason for asking questions about this, so don't.
11. **Religion.** Don't presume you know a candidate's religion based on name or appearance, and don't ask about it either.
12. **Travel.** It's fine to point out the travel requirements that might be associates with a job, and to ask a candidate whether meeting them would pose a problem. Don't lead into your question by noting the person's marital or parental status or sex.

Basic Langston University Interview Questions

- 1) What do you know about Langston University?
- 2) Tell us about your future plans (what would you like to be doing three, four, and 10 years from now)?
- 3) What experience(s) have you had working with students who come from diverse backgrounds?
- 4) Do you have any supervisory experience? If so, tell us something about a project, job, or a situation in which you showed qualities of being a good leader.
- 5) If hired what experience or knowledge would you want to add to the growth of the office experience (i.e. software knowledge, etc.)?
- 6) What aspects of this position are of the most interest to you?
- 7) Why are you changing jobs?
- 8) What did you like/dislike about your previous job?
- 9) What managerial experience can you bring to this position?
- 10) What previous work experience would be an asset to this position?
- 11) How would you answer a question or complete a task that you may not exactly know how to complete?
- 12) Do you have any questions about the job?

Traditional Job Interview Questions for Search Committee Consideration

1. What do you consider to be your greatest strengths and weaknesses?
2. What are your long range and short range goals and objectives?
3. What specific goals other than those related to your occupation, have you established for yourself for the next five years?
4. What are the most important rewards you expect in your career?
5. Can you explain this gap in your employment history?
6. Describe the best job you've ever had.
7. What qualifications do you have that make you successful in this career?
8. How do you determine or evaluate success?
9. What do you think it takes to be successful in a University like ours?
10. Have you ever had difficulty with a Vice President, Dean, or Instructor? How did you resolve the conflict?
11. What are the attributes of a good leader?
12. What qualities should a successful University possess?
13. Describe the relationship that should exist between this position and those reporting to him or her?
14. What two or three accomplishment have given you the most satisfaction? Why?
15. Describe your most rewarding experience of your career thus far?
16. How do you work under pressure?
17. Are you good at delegating tasks?
18. What is one of the hardest decisions you've ever had to make?
19. Why did you decide to seek this position at Langston University?
20. How would you evaluate your ability to deal with conflict?
21. Tell me what you know about Langston University.

22. Give me an example of an important goal that you had set in the past and tell me or the screening committee about your success in reaching it.
23. Describe a situation that you had to arrive at a compromise or guide other to a compromise.
24. What steps do you follow to study a problem before making a decision
25. Tell me about a difficult situation when it was desirable for you to keep a positive attitude. What did you do?