Phone Interview Questions
for Screening of Candidates

Following are questions that are intended to determine if candidates fit the hiring profile for the COE. When conducting interviews, we would like you to make inferences regarding the candidates compatibility with the four areas in the hiring profile below. Feel free to modify these questions in any way that you would deem appropriate for your individual vacancy. **Choose only one to two questions from each area.** (Ask all candidates the same questions.)

1. **Area Competence**

   Questions asked of candidates to determine area competence will be extremely varied. Good general questions to ask candidates would include:

   - What are some of the most exciting recent developments in your area?
   - Where do you see the next major developments taking place in your discipline?
   - What area of your discipline do you find personally most challenging and exciting?
   - What do you see as the special challenges of your field in an institution such as EKU?
   - What kind of contribution do you anticipate making in your professional area?
   - What are your major strengths?
   - What are you particularly good at?
   - What aspect of your work do you find most enjoyable or fulfilling?

2. **Perceptions About One Self**

   In our hiring profile, we want to look for individuals who have positive self-perceptions (seem to be a “can do” kind of person) and, at the same time, identifies well with people from broad, diverse backgrounds. Examples of questions to ask to gain inferences into these characteristics would include:

   - Tell about a situation in which you were very successful. What happened, what did you do, and what was the outcome?
   - Tell about a situation in which you were involved with a person from a different (than you) ethnic, religious, racial, or other minority status background.
   - What is it that allows you to be successful in working with people very different than you are?
   - What personal accomplishment are you most proud of and why?
   - If you were guaranteed to accomplish at least one major task in your lifetime, what would that accomplishment be?
   - How would you handle the challenge of creating a common sense of purpose in an organization of highly diverse individuals? (Or . . . in a classroom of highly diverse students?)
3. **Perceptions of Students and Others**

For our institutional profile, we want to hire people who have very positive perceptions about others. Specifically, we want people who think that students are able, worthy, and valuable. The following questions can be used to gain insight into this area of perceptions.

- What would your students say about you?
- If I were to ask your colleagues about you, what would they say?
- Tell about a positive situation in which you helped a student and made a significance difference in that student’s life.
- Tell about a situation that you had working with another student that did not work out the way that you would have liked. Looking back on it now, what might you have done differently to improve the outcome?
- What are your most effective techniques for increasing student learning?
- What are the characteristics of an outstanding teacher?

4. **Frame of Reference**

Our institutional profile focuses on characteristics that are people-oriented rather than thing-oriented. We are looking for people who spend a great deal of their time building positive relationships with students, fellow colleagues and the community. The person that fits our profile will have a service orientation and will have an outlook that demonstrates a commitment to building a long term personal relationship with each of the University constituents. We will look for people who see the larger issues, rather than the more immediate and less important ones.

- What are the most important factors in establishing a long-term working relationship with students, colleagues?
- What are the greatest challenges that higher education faces in the coming decade?
- What do you see as higher education’s most important contribution to American society today?