

Candidate Interviews – Enter Job Title (SAMPLE)

Candidate Name: _____

Interview Date: _____ Interviewed by: _____

1. Let's start by having you tell us what drew your interest to this position. **(3 points)**

(0-3)

2. We have your resume but would like for you to overview your experience and tell us what it is about your experience, which you believe best qualifies and prepares you for this position at UT Dallas. **(0-3 points)**

(0-3)

3. Please elaborate on your experience in **specific skill/experience**. After describing your experience, we are interested in hearing your description of an ideal process for **specific process** using **specific skill/experience**. **(0-3 points)**

(0-3)

4. What kind of **specific situation** have you found to be most difficult or most challenging? Most frustrating? Please provide specific examples and the reasons for your answers. **(0-3 points)**

(0-3)

5. Tell what you would do, if a department supervisor came to you wanting to **specific action**. Describe the process you would follow? **(0-3 points)**

(0-3)

6. Talk to us about a time you had to set up a new program or implementing a new way of thinking. What did you do? What was successful about your efforts? What was something you might do differently, if you had it to do over again? **(0-3 points)**

(0-3)

7. Please, describe for us your approach to ensuring that **specific action**. What would you do to make sure the process was followed? **(0-3 points)**

(0-3)

8. Let's say you have been challenged by the VP to get buy-in from others on campus, including your immediate team on an idea they may not be comfortable with. Walk us through the process you would use to do this? **(0-3 points)**

(0-3)

9. This position will work closely with the **specific function/department**. Have you done this before? How do you view collaboration between these two areas? **(0-3 points)**

(0-3)

10. This position will also work closely with the **specific function/department** team. How do you see these two functions working together? **(0-3 points)**

(0-3)

**Total
Points**

11. Describe for us a time you had to stand up to someone (i.e. an administrator, a strong willed supervisor, a powerful faculty or key leader) in your organization as it related to an action they had taken that you knew was inappropriate, risky or just plain wrong. What did you do? How did that work out? **(3 points)**

(0-3)

12. Briefly describe your experience with the following: **(0-2 points each)**

a. PeopleSoft HRM

(0-2)

b. Specific process

(0-2)

16. What questions do you have for us? (0 points) *(note questions asked)*

