

Sample Interview Questions

Select several of the interview questions from the list below that fit your department's needs. These can be modified based on the position. **Be sure to ask the same questions of all candidates.** Keep in mind that most student employee interviews are typically 30 minutes or less.

General Interview Questions:

- Tell me about yourself:
 - What is your major?
 - Why did you choose the University of Akron?
 - How will this job prepare you to be successful in your field?
- Why do you want to work for our department?
- What are the rewards/challenges you expect from this position?
- What do you consider to be your top strengths and weaknesses and why?
- How would other people describe you (your friends/your boss/your professor)?
- What past experiences / personal characteristics will help you be successful in this position?
- Tell me about your biggest or most recent accomplishment that made you exceptionally proud.
- Tell me about a time you failed and what you learned from it.
- A student employee is a role model to other students. What does being a role model on campus mean to you?
- If you could have any super power, what would it be and why?
- Tell us something about your related experience that is not on your resume?

Skill/Behavioral Based Questions:

Communication:

- What is your communication style?

Teamwork:

- Do you work better on a team or on your own? Give an example.
- Tell me about a time when one of your teammates didn't seem to be pulling their weight. What did you do?
- Describe a situation in which you worked as part of a team. What role did you take on? What went well and what didn't?

Time Management/Organization:

- How do you determine priorities and schedule your time?
- Describe a time when you had many projects or assignments due at the same time. What steps did you take to get them all done?
- How do you stay organized?

Conflict Management:

- How would you handle a conflict with
 - Another student?
 - A supervisor?

Analytical Skills:

- Do you consider yourself detail oriented? How have you demonstrated this?

Problem Solving:

- Can you describe a problem you had to solve? What steps did you take to solve the problem?
- What is your process for making tough decisions? Do you have an example of this?

Customer Service:

- Give an example of a time when you had to work with a difficult customer. What did you do?
- Tell me about a time when you went beyond the call of duty or when you had the opportunity to provide excellent customer service.

Leadership:

- Tell us about a leadership role you have held in the past. Describe the key leadership skills you believe you have and how you demonstrated them in this role.
- What leadership skills have you learned from participating in extracurricular activities?
- Describe a situation when you took on additional responsibility?

Department Specific Questions:

- If you were in an elevator for 30 seconds with a prospective student, what would you want to tell them about UA?
- Have you used **ENTER DEPARTMENT HERE** before? If not, why? If so, tell us about your experience.
- A major goal of **ENTER DEPARTMENT HERE** is to get more students into our office. What are some suggestions do you have for increasing student traffic?

Final Questions:

- Do you have any questions?