

## MPP Interview Questions

Position: \_\_\_\_\_

Candidate: \_\_\_\_\_

Rater: \_\_\_\_\_

Date: \_\_\_\_\_

Numerical - 1- unacceptable, 2 - adequate, 3 - strong, 4 - very strong

Descriptive – N – does not meet quals., Y – meets quals., E – exceeds quals., O - outstanding

### Questions pertaining to general background

1. Please briefly highlight the training, education and experience in (name the position or field) that you feel has prepared you for this position.
2. Tell us about one or two of your recent major accomplishments that affected your immediate team and your institution.
3. Describe challenges you have addressed in program administration particularly in challenging times and/or budget restrictions.

### Questions pertaining to elements of the position

4. What similarities and differences do you see between your previous positions and the essential characteristics and responsibilities of this position as outlined in the position announcement?
5. On this university campus, the concept of continuous process improvement is very important. Please give us an example of improvements you have made and how you go about implementing change?
6. Describe a situation in your professional career that resulted in a lesson learned.

### Questions pertaining to management style

7. Explain your management style or philosophy and share with us why you believe it will be effective in the role of (position title) in a university environment?
8. What are the characteristics you look for in your employees? What is your philosophy on employee development?
9. How would your direct reports describe your style? In particular, how would others describe your leadership skills in providing direction and delegating responsibility? What do you think they would want to change about your style?

### **Questions pertaining to handling challenges of position, i.e., problem solving**

10. Discuss one of the greatest challenges you have had as a manager. What was your role in the situation, what action(s) did you take, and what was the outcome?
11. You received a project assignment that conflicts with current priorities on a subject you know little about. What steps would you take to handle the project?
12. Tell us about a recent conflict or issue that you had to resolve.

### **Questions pertaining to communication skills**

13. How do you communicate with various audiences (inside your division, within the organization, outside the organization) about (name function) and how do you educate those audiences about that information?
14. What initiatives have you developed and implemented that required collaboration with other units at your institution? What strategies have you found most effective?

### **Questions pertaining to judgment and discretion**

15. Describe your decision making process. How do you handle a situation in which a decision is not popular or well received by the staff?
16. Sometimes very dysfunctional divisions occur on a team. Please give us an example of how you have been able to bring a group of individuals together and create camaraderie and teamwork.
17. Give an example of when you had to deal with a supervisor whose philosophy or organizational direction was in conflict with your own. What was your rationale for your assessment and subsequent action taken?

### **Questions pertaining to professional values, goals and objectives**

18. What are your strengths and opportunities for growth?
19. What strategies have you used that have been effective in recruiting and retaining a diverse team within your organization?

### **Final**

21. This concludes our questions. Do you any questions for us?