

1. Tell me what you know about the Division of Research and why you are interested in working here.
2. Tell me why you would like to leave your current employer.
3. Tell me your definition of customer service.
4. Tell me about a time you have worked in a high-energy, fast-paced environment, with competing priorities. What were your biggest challenges and how did you mitigate for these challenges?
5. Tell me about the systems or processes you have used to ensure the work you produce is of high quality with minimal or no errors.
6. As my assistant, I need someone who can anticipate my needs and use their own judgment when it comes to scheduling my calendar, drafting correspondence and reports, and completing other tasks. Tell me how you would be able to accomplish this.
7. Describe your best practices, with systems and processes, that you have used to ensure the person you were supporting is well-organized, on time, and fully informed, with minimal or no errors.
8. Tell me about a time when you received direction from someone who was not your supervisor and it was in conflict with what your supervisor wanted. How did you handle this situation?
9. Tell me about an occasion when you were asked to perform conflicting tasks by two of your superiors. How did you deal with this dilemma?
10. Describe your experience in planning meetings, preparing agendas and taking minutes. What were some of your challenges? What were your successes?
11. Tell me about a time you were challenged in a professional relationship and how you handled it. What was the outcome?
12. Tell me about a time that you went above and beyond what was expected of you.
13. This job will sometimes support areas within the office that are not related to your specific job duties. On the position description, this might fall under "other duties as assigned." How do you feel about, and what is your experience in being asked to do work that is outside of your normal scope of responsibilities?
14. Tell me about a time when you had to plan and coordinate a project from start to finish. What were your challenges?
15. Tell me about a time you had to gain the cooperation of a group over which you had little or no authority. What was your approach and tell me about your successes and challenges.
16. Describe your systems for prioritizing and completing multiple projects?
17. If you were hired for this position, and I handed you a project to complete with little or no feedback of my expectations, how would you handle this situation?
18. How would you handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them?
19. Describe the work environment in which you thrive and the type in which you are challenged, including personalities, the type of work, etc.
20. Tell me what type of supervisor would motivate you to put forth your best effort?
21. Tell me about the best job you have ever had, and why it was the best.
22. Tell me about the most challenging job you have ever had and what made it this way.
23. What kind of personalities are the most challenging for you to work with and why?
24. Do you prefer to work independently or as part of a team and why?

25. If I were to talk to your current supervisor, what would he/she say about you?
26. What are your top three strengths?
27. What are your top three weaknesses?
28. What do you hope to be doing five years from now in your career?
29. This position may require working outside the hours of 8:00 am to 5:00 pm and possibly some travel, would this be a problem for you?
30. This position would require you to be here from 8:00 am to 5:00 pm, Monday through Friday, could you accommodate this requirement.
31. At the end of a day, what makes you feel as if you have been successful?
32. Tell me what makes you stand out as the best candidate for this position.
33. What personal qualities do you think are necessary to be successful in this job?
34. In this position, how do you think you might be able to support the University's philosophy toward diversity?
35. What does diversity in the workplace mean to you?
36. What would you say are the major qualities this job demands?
37. How do you set goals for yourself?
38. How do you handle stress?
39. Are you familiar with our office and what we do?
40. This position requires attention to detail and accurate record keeping. Tell me about your previous experiences where you have demonstrated your abilities to be detail oriented.
41. How would you describe your written and oral communication skills?
42. This position requires communication with faculty and their research. Do you have experience interacting with faculty? If so, please explain.
43. What do you feel an employer owes an employee?
44. If you were offered the position when could you start?
45. What questions do you have for us?
46. Do you feel research is over regulated? Please explain?