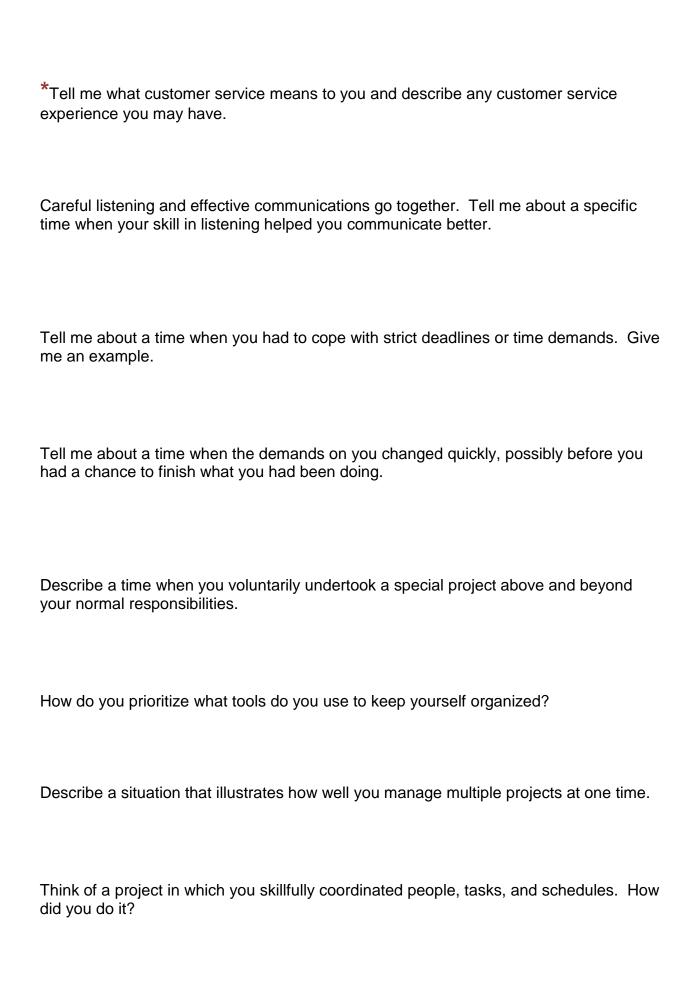


Office Support Approved Interview Questions

Date:
Name of Applicant:
Name of Interviewer(s):
Department:
NOTE: This list of pre-approved interview questions has five (5) <u>required</u> questions - denoted by an asterisk (*) as well as some optional questions. The same questions need to be asked of each applicant interviewed.
Please contact the Recruitment staff in HR to review and approve any questions outside this list that you would like to ask in your interviews.
Tell us about the responsibilities of your current or previous relevant position(s) and why you are interested in this position at UW-La Crosse.
How have your past responsibilities prepared you for this position?
*Have you ever worked in a position that required confidentiality?
Yes- describe situation:
Describe what confidentiality means to you:
No- describe confidentiality:



*Describe a time when you were able to adapt to a person from a background or culture that was different from yours.
*What type of experiences and level of expertise do you have working with technology in your previous positions?
What would you consider to be your professional strengths and challenges?

*Based upon the Position Description, is there any reason you would not be able to perform the duties of this position?

If offered this position, when would you be able to start?