

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) required 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:

*Tell me what customer service means to you and describe any customer service experience you may have.

Careful listening and effective communications go together. Tell me about a specific time when your skill in listening helped you communicate better.

Tell me about a time when you had to cope with strict deadlines or time demands. Give me an example.

Tell me about a time when the demands on you changed quickly, possibly before you had a chance to finish what you had been doing.

Describe a time when you voluntarily undertook a special project above and beyond your normal responsibilities.

How do you prioritize what tools do you use to keep yourself organized?

Describe a situation that illustrates how well you manage multiple projects at one time.

Think of a project in which you skillfully coordinated people, tasks, and schedules. How did you do it?

* 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?