

LEADERSHIP SEARCHES SAMPLE INTERVIEW QUESTIONS

I. Recommended Questions (Select those you want to use)

- Introductory questions
 - What attracted you to this position?
 - What contributions can you make to our institution/department?
 - We are committed to continuing to build a diverse and inclusive environment. How would you further this goal? Please be as explicit as possible.
- About the candidate's professional background
 - Tell us a little more about your professional experiences, particularly those not mentioned on your resume/application.
 - What do you consider to be your particular strength(s)?
 - What motivates you to do your best?
 - Describe how you go about solving a problem? Please give us some examples.
 - What is the biggest conflict you have ever been involved in at work? How did you handle the situation? What did you learn? What experiences or skills will help you manage projects?
 - Tell us about a time when you failed. What did you learn from that experience?
 - Tell us about your preferred work environment.
 - Describe a situation in which you did all the right things and were still unsuccessful. What did you learn from the experience?
 - What are your professional goals?
 - How do you view your role in the faculty development process?
 - What experience have you had in mentoring? Describe an experience mentoring diverse students, faculty and/or staff?
 - What professional development activities have you been involved in over the past few years?
 - Do you have experience working in an organization where diversity and inclusion was part of the organizational strategy? If so, what particular contributions did you make towards those efforts? What could MSHS learn from this organization's experience?
- Potential Department or Institute
 - What is your vision for XXX?
 - Please tell us about your research interests and how you see them fitting in with the department's/ISMMS's mission/direction.
 - Tell us how you go about organizing your work.
 - URiSM faculty/women are not well represented in the field/in the leadership of the field, including ours. How do you see yourself contributing to the recruitment and retention process of diverse students and faculty?
 - What do you look for in your academic colleagues?
- Leadership (management/supervisory) experience
 - What are three leadership competencies you possess? Please provide an example of when you have used these to provide effective leadership during a difficult time.
 - Have you ever experienced a situation in which you had difficulties getting people to accept your ideas? What was your approach to handling these situations?

- What practices do you implement during conflict situations and are they successful?
- If we were to ask your colleagues to comment about your leadership how would they respond?
- Who have you coached or mentored to achieve success?
- Have you ever had to make a decision without knowledge of all the necessary data?
- What are the techniques that you use to clarify the meaning of unclear messages?
- How do you maintain a positive discussion?
- Please describe how you have worked (would work) to create an environment that is welcoming, inclusive and diverse.
- Research
 - What grants have you received in the past and what plans do you have to fund your research?
 - What is your research agenda?
 - What types of resources would you require to successfully continue your research agenda?
 - With whom would you collaborate, if you were selected for this position?
 - How would you involve trainees in your research?
 - Please talk about your most significant work.
- Teaching
 - Tell us about your teaching methods, philosophy and goals.
 - What methods have proven to be effective?
 - Describe strategies that you have used to create an inclusive learning environment.
 - Tell us about a time when you successfully managed a difficult learner and a time when you did not successfully manage a difficult learner.
 - What students do you find most challenging to teach?
 - What have evaluations for your teaching indicated, both positive and negative? How has evaluation feedback changed how to teach today?
- Clinical experience
 - Tell us about a time when you felt a patient was difficult to diagnose or treat, and how you approached the diagnosis.
 - Describe your experience in providing care to a patient who presented unusual social or ethical issues. How did you manage the treatment for this patient? What could you have done differently?
- Outreach
 - Please tell us your experience in developing programs and partnerships with external constituents and how you would apply that experience to ISMMS?
 - Describe your experience in professional practice or outreach.
 - Describe some service activities you have been involved in.

II. Discriminatory Questions (Do NOT ask these questions!)

Topic	Legal Questions	Discriminatory Questions
Family Status	Do you have any responsibilities that conflict with the job attendance or travel requirements? If this question is asked, it must be asked of all applicants.	Are you married? What is your spouse's name? What is your maiden name? Do you have any children or plans to have them? What are your childcare arrangements?
Pregnancy Status	None	Are you pregnant? When are you due?
Race	None	What is your race?
Religion	None	What is your religion? What religious holidays do you observe?
Sex/Gender Identity	None	Are you male or female?
Age	None	How old are you? What is your birthdate?
Sexual Orientation	None	Are you gay?
Citizenship or Nationality	Can you show proof of your eligibility to work in the United States?	Are you a U.S. citizen? Where were you born? What is your "native tongue"?
Disability	Are you able to perform the essential functions of this job with or without reasonable accommodation? Show the applicant the position description so they can give an informed answer.	Are you disabled? What is the nature or severity of your disability? What is your condition? Have you had any recent or past illnesses or operations?
Military	What type of training or education did you receive in the military?	If you've been in the military, were you honorably discharged?