

# Look to the STARS

## Sample Interview Questions

An interview provides the hiring manager a perfect opportunity to identify the applicant best qualified and best suited for the organization. Conducted properly, it is a valuable tool in the hiring process.

### **Prior to the interview:**

As you prepare for the interview consider the following:

- Be prepared (develop a list of questions to be utilized for all applicants in the same job)
- Ask open-ended questions
- Refrain from asking any questions about age, sex, ethnic origin, race, religion or political beliefs, and medical conditions/disabilities.

### **During the interview:**

- Record the applicant's responses
- Introduce yourself and your position
- Briefly describe the organization structure
- Describe the position the applicant is applying for
- Explain that you will be taking notes during the interview to assist you in remembering their responses
- Explain that all applicants will be asked the same questions
- Ask the applicant if he/she has any questions

### **After the interview has concluded:**

- Thank them for coming to the interview
- Explain that you are in the interviewing phase
- Explain that you will be making a decision within the next \_\_\_\_ days/weeks/months
- Inform them if they will be asked to come back for a second interview
- Inform them whether or not they will/will not be contacted if they are not chosen for the position. (You can refer them to the HR website/STARS system to monitor their job status).

## **Sample Job Interview Questions You May Use**

### **INTRODUCTORY QUESTIONS**

What five adjectives describe you best?

Why should I consider you for this position?

Why are you the best candidate for this position?

Tell me about the one thing in your life you're proudest of.

You've changed jobs frequently. What makes you think that this position will be different?

What qualities do you think are necessary to make a success of this job?

Describe your ideal job.

How did you find out about this job?

What do you know about the job?

What do you know about the UTSA/this department?

Is there anything that will prevent you from getting to work on time?

Is there anything that will prevent you from working the job's regular hours?

What kinds of work interest you the most?

What interests you most about this position?

# Sample Word Test For Job Interview

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*Resources in education*, 1986-10

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