**Sample Interview Questions| College of Engineering**

Applicant Name:

Points (1-5) (5 is the highest)

1. Please provide us with specific examples of how your experience and/or education relates to this position.
2. How would you characterize your level of computer literacy? What programs and applications are you most familiar? What programs and applications would you need to learn more about to be efficient and productive?
3. Please describe your experience with customer service. Please give us some examples of exceptional customer service you have performed. Also, provide us with an example of a difficult customer service situation and how you handled it.
4. Have you worked as a member of a team where your work must be coordinated with others in your organization? (If yes – please describe your comfort level in these situations, and your overall role(s) on the team(s))
5. Describe the most pressure-filled situation you’ve been involved in recently and how you dealt with the situation.
6. Do you have situations that would make it difficult for you to be at work between 8 am and 5 pm Monday through Friday?
7. What kind of work environment do you prefer to work in?
8. Please discuss your personal and professional qualities that will contribute to an environment of civility, collaboration, and collegiality in the Department of Electrical and Computer Engineering.
9. Just to let you know, we call references. It is also our typical practice to call off-list references. May we do so?

Is there anyone you would request that we not call?

1. Do you have any additional information you would like to share? (not scored)
2. Do you have any questions for us? (not scored)

Evaluator: Date: