

On-Campus Structured Interviews

It is recommended that the on-campus interview consist of the following categories to best assess a candidate's talent, skills and abilities for the position: Education, Work History, Plans and Goals for the Future, Self Appraisal, Leadership Management, and Focused Interview Questions.

EDUCATION:

We are most interested in how the person reveals current strengths and weaker points when reflecting on what happened during these developmental years.

The opening to this section could be something like: "Could you give me a brief run-down of your college years...particularly events that might have affected later career decisions? I'd be interested in knowing about work experiences, what school was like, high points, low points and so forth.

Note: If the person does not have college, then modify the college section to fit high school.

What people or events during college might have influenced your career?

What were the high points during your college years? (Look for leadership initiative.)

What were the least enjoyable occurrences during your college years?

WORK HISTORY:

Work history is very important because past behavior is the best predictor of future behavior. It is important to conduct a chronological in-depth evaluation of a candidate's employment history. Look for patterns of behavior and decision making by tracing how a person developed over an entire career.

Begin with the first position held, then moving forward chronologically. The Work History Questionnaire has been provided for specifically gathering this information. The work history questionnaire should be completed for each position held.

NOTE: If person recently worked for a single employer, and had 2 or 3 different jobs with that employer, consider each one a separate position and complete a Work History Form for each.

- What were your expectations?
- What were your responsibilities/accountabilities?
- What did you “find” as your major challenges?
- What were your successes/accomplishments?
- What were your failures/mistakes?
- What did you find most enjoyable?
- What did you find least enjoyable?

PLANS AND GOALS FOR THE FUTURE:

What are you looking for in your next job?

Describe your ideal position, and what makes it ideal?

SELF-APPRAISAL: (Get a list of both and ask for specifics.)

- What do you consider as your strengths? Assets?
- What do you like about yourself?
- What are things that you do well?
- What do you consider are your shortcomings? Weaker points? Or areas for improvement?

Self-Appraisal	
Strengths	Weaker Points
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

LEADERSHIP/MANAGEMENT: Looking for the person's ability to grow.

How would you describe your leadership philosophy and style or what type of leadership do you prefer to work in? _____

What would you suppose your subordinates or co-workers (whichever applies) feel are your strengths and shortcomings?

Strengths	Weaker Points
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

In what ways might you want to modify your approach to dealing with subordinates or co-workers?

FOCUSED QUESTIONS:

This is where you refer to the pre-selected list of questions you have prepared targeting the key competencies identified as necessary for success in the position.

Please see Competencies and Focused Interview Questions for list of competencies and sample questions.