

Sample Approved Interview Questions

Opening

Why are you interested in this particular position? What aspect of the position interests you the most?

Past Work Experience

1. Describe your experience with enhancing and maximizing the use of resources, including grants, in your work.
2. How have your previous jobs or experiences prepared you for the demands of this job? Give examples.
3. Tell us about an experience that you had marketing a project or concept to another organization. How did you evaluate whether the project was successful?
4. Tell us about a recent project or process that you made better, faster, smarter, or more efficient.
5. Tell us about your experience in conducting outreach and organizing events.
6. What single project or task would you consider your most significant career accomplishment to date? Walk me through the plan, how you managed it, how you measured its success, and what the biggest mistakes you made were.
7. What have you liked most about other jobs you have had? What have you liked least?
8. What experience in a work setting have you learned the most from?

Personal Characteristics

9. If you could design your ideal job, tell us what the work environment and schedule would be.
10. Suppose your county advisory committee or the State Extension Administration Office wanted you to do something you considered ill advised. How would you deal with that?
11. Tell us about a time when you had to go above and beyond the call the duty? Why did you do it? What was the benefit to you?
12. What would (your friends, your supervisor, your co-workers) say are your three greatest strengths? Your three weakest areas?
13. What personal trait or characteristic would you struggle with most if you were to get this position? How would you deal with it?

14. What are the qualities/ traits or behaviors in an individual that you admire most? Conversely, what are those behaviors that particularly bother you?
15. Would you describe yourself as an innovator or implementer? Give a work example.

Interpersonal Skill

16. Describe a time when you facilitated a creative solution to a problem between two employees.
17. How would you deal with a situation between two employees who are at odds? Give an example.
18. Tell us about a time that you made a work related error or poor decision. What was the error or decision and how did you correct it?
19. What, in your opinion, are the key ingredients in guiding and maintaining successful relationships? Give examples of how you made these work for you.

Planning and Setting Goals

20. Tell us about a time you set difficult goals. What did you do to achieve these goals? Walk me through the process and the purpose.
21. Where do you see yourself professionally in 3 – 5 years?
22. How do you determine priorities in scheduling your time? Give an example.
23. Describe a situation that required you to do a number of things at the same time. How did you handle it? What was the result?

Problem Solving

24. Describe for us an office or work related conflict you were involved in. What role did you play? What was the outcome?
25. Describe the characteristics of your best supervisor. Your worst.
26. How did you react when faced with stress or pressure at work? Give an example.
27. How do you respond to a client when you do not know the answer to their inquiry? How do you respond when you discover the information you have provided is incorrect? What if the agent standing next to you is providing incorrect information to a customer?
28. Tell us about a time when your workload was heavy. How did you handle it?

29. Thinking of the most difficult coworker or client you have had to deal with, describe an interaction that illustrates that difficulty. Tell about the last time you dealt with him/her. How did you handle the situation?
30. You have to make a difficult decision for which you have no guideline or precedent. What primarily would guide you in making the decision? Give us an example of when this has happened to you and what you did.

Approach to Position

31. Based on your education, experience and expertise, what would you say are the three greatest issues for Extension in Colorado; in _____ County/Area? How might Extension approach these issues?
32. How would you answer a commissioner or community leader if they were to ask you, “Why should tax dollars go to support Extension programs when (insert topic-raising children, growing gardens, handling your finances and living a healthy lifestyle) is a personal responsibility, after all, the popular press is full of information on these topics?”
33. How would you measure your own success after one year in this job?
34. Tell us how you keep your job knowledge current with the ongoing changes in the industry and how you keep your technology skills current.
35. What do you see as your role in connecting CSU Extension to the local community?
36. What elements of this job will be new to you and how do you plan to become proficient?
37. What would you do during the first six months on the job? How would you determine which efforts you would focus your time on? How would you set priorities? What groups would you make contact with?

Diversity – Commitment and Approach (Ask at least one question from this section)

38. Diversity can pose a variety of challenges in the work environment. Please describe the strategies you have used to address diversity challenges. In what ways were the strategies successful? In retrospect, what would you have changed about your strategy?
39. Give a specific example of how you have helped create an environment where differences are valued, encouraged and supported.
40. How have you reacted to conversations between co-workers that were clearly offensive to non-participants?
41. Tell us how your life has been enhanced by exposure to diverse people, places, or experiences. How do you see those experiences applying to this position?

42. Tell about a time that you evaluated your own beliefs or opinions around issues of difference.
43. What have you done to further your knowledge about diversity? How have you included diversity in your professional development? How have you demonstrated what you learned in a workplace setting?

Motivation

44. Describe a work situation that demonstrates that you encouraged the motivation of another person. What actions did you take that helped the coworker or reporting staff member experience feelings of motivation or choose motivated behavior?
45. What do you expect from CSU Extension in order to remain interested in and motivated to do the job?
46. What does your current supervisor do to get the best out of you?
47. What, in your experience, motivates your best, most successful job performance? Give us an example of this motivation in action in the workplace.

Audiences/Education Approaches/Volunteers

48. Describe the teaching methods you have used in the past that have worked successfully.
49. Getting the time and attention of Extension audiences is often difficult. Please describe three factors you may be competing with, and what you can do to work around these challenges.
50. How would you promote the recognition of volunteers' work in the community?
51. Please describe your experiences marketing to low-income and/or under-served populations.
52. Tell us about a time when you needed to get an understanding of another's situation before you could get your job done. How did you get that understanding, and what problems did you encounter?
53. Tell us about a time when you had to motivate clients to try something new when they are skeptical of new ideas and tied into a certain way of doing things. What strategies did you use?
54. What do you see as the value of volunteers in an organization like Extension?
55. What would you do to increase volunteer involvement (4-H, Master Gardeners, etc.)?

56. You will need to work with volunteers who do not receive any compensation for what they do. How do you motivate and reward them?

Teamwork

57. An Extension position requires working as a team member with other Extension personnel in other counties or areas, as well as collaborating with other agencies and individuals in the community. Describe the role you typically play in teams and the strengths you have to contribute to a team. Give an example from your previous work.

58. How do you keep subordinates informed about information that affects their jobs? How do you keep your manager informed about what is being done in your work area?

59. What is your concept of teamwork? Tell us about a team experience you have been involved in that demonstrates that concept.

Administrative Responsibilities/County Director

60. Tell us about your experience in developing and managing a budget.

61. This position requires you to be the supervisor and the leader in the office. What do you like about supervision and leadership? What concerns do you have about managing, supervising, and leading?

62. Where do you think Extension needs to be in 5 years? How will you help get us there?

63. How do you coach an employee in completing a new assignment?

64. What have you done to develop or improve the skills of your subordinates? Give an example.

Closing

65. Is there anything else about you that helps us make hiring you an easy decision?

66. What is one thing you really want us to know about you that we have not asked?

67. What is the most significant reason you want to leave us with that will convince us that you are the best person for this position?

68. What trait or experience do you have that you think makes you uniquely qualified for this position?