



Sample Interview Questions for Management Positions

Question	Competency	
We have received your resume but would like you to give us a brief summary of your experience and education as they relate to this position, why you think you would be a good fit for this role.	<ul style="list-style-type: none"> • Fit and interest in job. 	
Managers and leaders often ask us for guidance and support as they improve their service, make changes in organization structure and plan their short and long-term staffing needs. Tell us about a specific situation where you were involved in a major organization design change initiative. What was your role, what value were you able to add and what was the outcome?	<p>Dispute Resolution / Conflict Management</p> <ul style="list-style-type: none"> • Works with managers to resolve conflicts, confrontations and disagreements in a positive and constructive manner. 	
Describe a situation in which you were able to use persuasion to influence an outcome even though you had no formal authority.	<p>Communications</p> <ul style="list-style-type: none"> • Communicates effectively with a broad range of people. • Personal Effectiveness • Demonstrates self-awareness and personal capability. 	
In its strategic plan, the University has made a commitment to diversity. What have you done to further your knowledge or understanding about diversity? Tell us something that demonstrates how you applied your learning or new understanding?	<p>Building Equitable Relationships</p> <ul style="list-style-type: none"> • Experience with maintaining data bases • Filemaker pro/Access 	
Describe the most effective team you have been part of. What was your role?	<p>Teamwork</p> <ul style="list-style-type: none"> • Actively collaborates with others to produce desired results in a supportive environment. 	
What is the most complex project you have been responsible for? What were the challenges and how did you overcome them?	<p>Initiative</p> <ul style="list-style-type: none"> • Demonstrates initiative and resourcefulness to achieve desired goals and objectives. • Strives for excellence. 	
(a) Have you been involved in developing or doing a major revamp of a job evaluation system? What technical skills did you bring to the project? (b) Tell us your greatest technical skills and how you have brought them to bear on your current position.		