

## **Quick Tips and Guidelines for Interviewing**

### **Interview Do's and Don'ts**

- ❖ Do take a behavioral-based approach to the interview - ask open-ended questions which focus on past behaviors rather than asking questions that will require a “yes or no” answer. For example, have a candidate describe a work situation in which they handled stress well rather than just asking “Can you handle stress well?”
- ❖ Do stay away from questions that have more to do with personal lifestyles than job experience. Keep all questions related to the skills, knowledge and abilities needed for the position.
- ❖ Don't ask questions or engage in discussions initiated by the candidate related to the following topics during an interview: race, color, sex, religion, national origin, birthplace, age, disability, marital/family status, arrest record, bankruptcy, citizenship, emergency contact information, spouse, name changes, children, club membership, union affiliation, veteran status, and military records. *See attachment for a further explanation.*
- ❖ Do listen more than you speak during the interview.
- ❖ Do remember that interviews that occur over lunches or dinners still must follow the same guidelines as if the interview occurred in an office setting.
- ❖ Do ENJOY the interview process!

### **Sample Interview Questions**

Why are you interested in this position at Loyola University?

Why are you leaving your present/last job?

Tell me about a time when you were a part of a great team. What was your part in making the team effective?

Give me an example of a time when you had to deal with a difficult co-worker. How did you handle the situation?

Can you tell me about a time during your previous employment when you suggested a better way to perform a process?

Give an example of a time when you were trying to meet a deadline, you were interrupted, and did not make the deadline. How did you respond?

What strengths did you rely on in your last position to make you successful in your work?

Tell me about a situation you wish that you had handled differently based on the outcome. What was the situation? What would you change (or will you change) when faced with a similar situation?

What expectations do you have of your next position?