



**APPROVED INTERVIEW QUESTIONS FOR POSITIONS AT  
UNIVERSITY OF NORTHERN COLORADO**



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**Collegiality** ó Being helpful, respectful, approachable and team oriented, building strong working relationships and a positive work environment.

Tell me about a time when you were part of a team where there were different opinions about how to complete the work, or who was responsible for what.

Give me an example of a time when you were able to work with another person even when that individual may not have liked you.

Describe a time where you had to modify your approach in order to work with another person.

Tell me about a time when you were able to demonstrate respect with someone who you thought was disrespectful.

**Collaboration** ó Models, encourages and facilitates open and effective communication, cooperation and teamwork.

Tell me about when communication within your work group broke down and what you did to resolve the problem.

Give me an example in a recent position where you were good at keeping others informed.

Tell me about a time where you had to work with someone you might not have liked.

Describe a situation where you had to include someone in work that you might have felt could more easily be done on your own.

**Communication-Oral and Written** ó Communicates effectively one-to-one, in small groups and in public speaking contexts; writes precise, well-organized emails, letters and proposals while using appropriate vocabulary and grammar.

Tell me about a time you used your spoken communication skills to get a point across.

Tell me about a time where you had to write a difficult message. What was the situation? What did you write? What was the result?

**Compliance** ó Honoring University policies and regulatory requirements.

Give me an example of a policy that you ended up having to go around in order to get your work done.

Give me an example of a policy you conformed to even though you did not agree with it.

Describe a situation where you held a confidence or maintained the confidentiality of information.

**Conceptual Ability** ó Deals effectively, not just with concrete tangible issues, but also with abstract conceptual matters.

Describe a problem you were solving, idea you were selling or project you were implementing where you had to work with a concept that was abstract rather than concrete and tangible.

**Conflict Management** ó Exhibits understanding of natural sources of conflict and acts to prevent or soften them.

Tell me a difficult situation you avoided by preventing a conflict.

Describe a situation where you were able to soften a conflict with another individual.

Tell me about a time where conflict in the workplace got in the way of you being able to do your work.



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**Continuous Improvement** ó Thinks of better ways to do things.

Give me an example of a time when you suggested a better way to do a task to make work easier or save money. What was the usual way? What alternative did you suggest? How was your suggestion received? What was the impact?

**Creativity** ó Generates new approaches to problems or modifications to established approaches; shows imagination.

Describe a time where you used your creativity. Why was it creative or innovative? How was your creativity beneficial to your department/school/others?

**Customer Focus** ó Regularly monitors customer satisfaction; provides suggestions to improve quality and value to the customer.





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Describe a time where you held a different viewpoint than others and stood your ground in defending that point of view.

**Influencing** ó Motivates others to buy into ideas, able to engage others in looking at a situation in a new way.

What is the toughest group that you have had to get cooperation from?

Tell me about a time where you had to get others to accept your idea.

**Initiative** ó Takes and does things that no one has requested, that will improve or enhance job results and avoid problems, follow through.



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**Managing People** ó Empowers others through delegation key tasks/functions; establishes clear understanding of roles and accountabilities, setting clear expectations, providing feedback and guidance, holding people accountable.

Give me an example of a time when you successfully managed a group.

What strategies have you used to get the individuals of a group to work well together to achieve the same goal?

Tell me about a time when you had difficulty managing an individual.



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