

SAMPLE INTERVIEW QUESTIONS

General Interview Questions:

1. Why are you interested in this particular position?
2. What is your concept of teamwork? Tell us about a **team** experience you have been involved in that exemplifies your concept.
3. How do you build a cohesive, working **team**? Give an example from your work where you have done this.
4. Tell me about a specific **job accomplishment** you have achieved **as team member** and your role in it?
5. Tell me about a time when a **team** you were working with **fell apart**. Why did it happen and what did you do?
6. What is your experience working with **culture**/lifestyles different than your own, given the changing demographics of the state and county? What have you learned from it?
7. How would you articulate Extension's Emphasis on **Diversity** to stakeholders and clientele including those who have traditionally supported or received Extension services?
8. Tell us about a time when you used your **initiative** to solve a problem.
9. 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?
10. What steps would you take in responding to a **media request** for information on a topic about which you know little?
11. Describe for us your best **supervisor**? Your worst?
12. What does your current **supervisor** do to get the best out of you?
13. What would (you, your friends, your supervisor, your co-workers) say are your three greatest **strengths**? **3 weakest areas**?
14. Describe for us an office or work related **conflict** you were involved in. What role did you play?
15. Tell us about a time that you made a **work related error** or poor decision.
16. What are two significant ways in which **you improved the last organization** or project you worked with?
17. If confronted with an **unprecedented decision**, do you prefer to:
 - a. discuss it with colleagues before making a decision
 - b. wait for approval from your supervisor
 - c. take actionGive us an example.
18. 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?
19. Describe a work project in which you took the **initiative**. What was the outcome?
20. What is your **preferred work environment** and schedule? This position requires **travel and night/weekend** meeting and activities – often more than 40 hrs. per week. Are you comfortable with this? Share with us an example that illustrates how you have balanced work and other obligations in the past.
21. Other than the ones required, what **skills** do you have that you feel could enhance this position?
22. How do you respond to a client when you **don't know the answer** to their inquiry? How do you respond when you discover the information you have provided is incorrect? What if it's the agent standing next to you who is providing incorrect information to a customer?
23. Do you **consider yourself successful**? Why?
24. Briefly, describe a job **responsibility that you have enjoyed**? Describe one you haven't enjoyed?

Interview Questions re Approach to this Position:

25. What would you do during the **first six months** on the job? What support or information would you need from others during the first six months on the job?
26. Would you describe yourself as an **innovator or implementer**? Give an example.
27. What **elements of this job will be new** to you and how do you plan to become proficient?
28. How would you answer a **legislator or community leader** if they were to ask you, “Why should tax dollars go to support Extension programs when raising (insert topic-raising children, growing gardens, handling your finances and living a healthy lifestyle) are a personal responsibility. “After all, the popular press is full of information on these topics.”
29. If you were selected as the Media Coordinator, how would you determine which efforts you would focus your time on? How would you set **priorities**? What groups would you make contact with?

Audiences and Education Approaches:

30. What methods would you use to motivate clients who are skeptical of new ideas and tied into a certain way of doing things to try something new?
31. Describe the teaching methods you have used in the past that have worked successfully. Have you successfully utilized adult learning techniques and if so, give an example.
32. Please describe your experiences **marketing to low-income** and/or under-served populations.
33. 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.
34. 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 the understanding and what problems did you encounter?
35. Describe your approach to establishing working relationships with a **partnering organization**?

Administrative Interview Questions

36. What is the role of an **advisory committee** for the Extension Program. How will you prepare members/citizens to assume this role?
37. What is the role of an Agent in terms of **balancing a variety of perspectives** and expectations of Extension?
38. How will you identify and **prioritize issues** in Colorado? How will you decide if and which Extension should be involved in? To whom and how do you communicate what will/will not be done?
39. Securing adequate **resources** for Extension operations/initiatives is critical- how have you been able to enhance/maximize use of resources in your work.
40. What **leadership** qualities do you bring to this position? Give us example(s) from your current position that illustrates these.
41. Extension is placing emphasis on **generating user fees at the local level** (participants paying for services beyond information) and pursuing outside funding through grants and contracts to support program development and delivery. What experience/training or mindsets do you have to support this change in the way Extension does business.
42. What does the term "**public relations**" mean to you?
43. How do you go about **gaining the cooperation** of others. Tell us how you have done that in a previous position.
44. It is critical that an Agent build a solid, working relationship with **CSUCE program leadership team as well as agents and campus cohorts**? How will you do this? What is the most important element of these relationships?