Interview Questions

**General**

1. Where do you see yourself professionally in 3 – 5 years?

2. Tell us about a time when you used your initiative to solve a problem. What was the outcome?

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. Describe the characteristics of your best supervisor? Your worst?

5. Describe for us an office or work related conflict you were involved in. What role did you play?

6. Tell us about a time that you made a work related error or poor decision.

7. What are two significant ways in which you improved the last organization or project you worked with?

8. 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.

9. 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?

10. If you could design your ideal job, tell us what the work environment and schedule would be.

11. Tell us about a time when your workload was heavy. How did you handle it?

12. When the job gets stressful, what do you do to relieve stress?

13. 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?

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. Describe your experience with enhancing and maximizing the use of resources, including grants, in your work?

16. How would you measure your own success after one year in this job?

17. What do you see as your role in connecting CSU to the local community?

18. What would be your major goals in your first year if you were to have this position? How would you decide what those goals should be?
**Former Job History**

19. What have you liked most about other jobs you have had? What have you liked least?

20. Describe an unpleasant or stressful on-the-job experience. How did you handle it?

21. What is one job you had that you would never want to have again. Why? What is one job you’ve had that you would love to have again? Why?

22. How have your previous jobs or experiences prepared you for the demands of this job? Give examples.

23. Describe a difficult work situation you have experienced, and tell us how you dealt with it.

24. What experience in a work setting have you learned the most from?

**Motivation**

25. What drives you to do the best job possible?

26. What does your current supervisor do to get the best out of you?

27. What do you expect from the CSUE organization in order to remain interested in and motivated to do the job?

**Approach to this Position**

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

29. What would you do during the first six months on the job?

30. Would you describe yourself as an innovator or implementer? Give a work example.

31. What elements of this job will be new to you and how do you plan to become proficient?

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 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.”

33. If you were selected for the position, (1) how would you determine which efforts you would focus your time on? (2) How would you set priorities? (3) What groups would you make contact with?

34. Based on your education, experience and expertise, what would you say are the three greatest issues for Extension in Colorado; in _______ County/Area?

35. How can you as an Extension Agent contribute to building a sense of community in the county in which you will work?
Audiences and Education Approaches

36. 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?

37. Describe the teaching methods you have used in the past that have worked successfully.

38. Please describe your experiences marketing to low-income and/or under-served populations.

39. Tell me about a time when you had to accomplish a task with someone who was particularly difficult to get along with.

40. 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.

41. 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?

42. What would you do to increase volunteer involvement (4-H, Master Gardeners, etc.)?

43. What do you see as the value of volunteers in an organization like Extension?

Teamwork

44. 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.

45. The extent to which agencies and organizations are joined together in a common endeavor is basic to Extension. How would you build a cadre of individuals to work with your county staff in accomplishing the objectives of this position?

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

Personal Characteristics

47. Suppose the advisory council, or CE, wanted to do something you thought ill-advised. How would you deal with that?

48. What would (your friends, your supervisor, your co-workers) say are your three greatest strengths? Your 3 weakest areas?

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

50. What personal trait or characteristic would you struggle with most if you were to get this position? How would you deal with it?
**Diversity – Commitment and Approach** (please include at least one of these questions in the interview)

52. 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?

53. If you were the successful candidate for this position, how would you connect colleague/client contacts from diverse communities? What do you expect the challenges would be? What do you expect the benefits would be?

54. Please discuss how your life has been enhanced by exposure to diverse people, places, or experiences. How do you see those experiences applying to the position you are applying for?

55. 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?

**County Director/Administrative Responsibilities**

56. 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?

57. How would you deal with a situation between two employees who are at odds? Give an example.

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

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

**Closing**

60. What is one thing you really want us to know about you that we haven’t asked?

61. 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?

62. We have to decide on only one person today. What makes you the best candidate?

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